



## CLASSIFIED MANAGEMENT SUMMARY EVALUATION

Name:	Site/Location:
Position:	School Year:
Status (check one) <input type="checkbox"/> Permanent <input type="checkbox"/> Probationary	

<p><b>Job Skills &amp; Knowledge:</b> Demonstrates proficiency of essential functions as outlined in the job description; utilizes appropriate tools in carrying out assigned duties and responsibilities; incorporates feedback and training regularly to enhance job performance.</p>	<p><b>Job Skills &amp; Knowledge:</b></p> <p><input type="checkbox"/> Exceeds Expectations  <input type="checkbox"/> Meets Expectations  <input type="checkbox"/> Partially Meets Expectations  <input type="checkbox"/> Unsatisfactory</p>
<p><b>Quality/Quantity of Work:</b> Performs all required duties consistently, efficiently and in a timely manner; seeks methods to improve productivity and pays attention to detail; shows initiative and employs necessary and job-appropriate tools to carry out assigned tasks.</p>	<p><b>Quality/Quantity of Work:</b></p> <p><input type="checkbox"/> Exceeds Expectations  <input type="checkbox"/> Meets Expectations  <input type="checkbox"/> Partially Meets Expectations  <input type="checkbox"/> Unsatisfactory</p>
<p><b>Communication:</b> Engages and actively listens to all contributors; retains, relays and effectively presents clear information in written, verbal, and non-verbal forms; communicates professionally when using various types of District communication tools.</p>	<p><b>Communication:</b></p> <p><input type="checkbox"/> Exceeds Expectations  <input type="checkbox"/> Meets Expectations  <input type="checkbox"/> Partially Meets Expectations  <input type="checkbox"/> Unsatisfactory</p>
<p><b>Problem Solving:</b> Demonstrates the ability to identify problems and develop solutions in a timely and efficient manner; assists in the identification and implementation of solutions to job-related issues; utilizes various strategies to resolve identified problems.</p>	<p><b>Problem Solving:</b></p> <p><input type="checkbox"/> Exceeds Expectations  <input type="checkbox"/> Meets Expectations  <input type="checkbox"/> Partially Meets Expectations  <input type="checkbox"/> Unsatisfactory</p>
<p><b>Customer Service:</b> Listens and responds positively to customer needs; serves all</p>	<p><b>Customer Service:</b></p>

<p>constituents while building strong relationships; responds in a prompt and friendly manner to requests and inquiries.</p>	<p><input type="checkbox"/> Exceeds Expectations  <input type="checkbox"/> Meets Expectations  <input type="checkbox"/> Partially Meets Expectations  <input type="checkbox"/> Unsatisfactory</p>
<p><b>Judgment:</b>  Exercises sound, professional judgment in making decisions; performs duties while promoting a safe and accident-free environment; responds calmly in stressful situations while following laws, policies, and procedures.</p>	<p><b>Judgment:</b>  <input type="checkbox"/> Exceeds Expectations  <input type="checkbox"/> Meets Expectations  <input type="checkbox"/> Partially Meets Expectations  <input type="checkbox"/> Unsatisfactory</p>
<p><b>Working Relationships:</b>  Builds professional rapport with colleagues, supervisors, District staff and all other community members; confers with others in a professional and productive manner; is receptive to feedback from others.</p>	<p><b>Working Relationships:</b>  <input type="checkbox"/> Exceeds Expectations  <input type="checkbox"/> Meets Expectations  <input type="checkbox"/> Partially Meets Expectations  <input type="checkbox"/> Unsatisfactory</p>
<p><b>Professional Work Habits:</b>  Maintains professional standards of dress and grooming; presents an image consistent with their job responsibilities and assignment; dresses and grooms in a manner that is conducive to the health and/or safety of themselves and/or others.</p>	<p><b>Professional Work Habits:</b>  <input type="checkbox"/> Exceeds Expectations  <input type="checkbox"/> Meets Expectations  <input type="checkbox"/> Partially Meets Expectations  <input type="checkbox"/> Unsatisfactory</p>
<p><b>Attendance and Punctuality:</b>  Arrives for and leaves the designated work location, as identified by his or her supervisor, at the assigned times; adheres to and completes assigned work on schedule; uses available and permissible leaves in an appropriate manner.</p>	<p><b>Attendance and Punctuality:</b>  <input type="checkbox"/> Exceeds Expectations  <input type="checkbox"/> Meets Expectations  <input type="checkbox"/> Partially Meets Expectations  <input type="checkbox"/> Unsatisfactory</p>

EVALUATOR SUMMARY

**OVERALL ASSESSMENT**

- Exceeds Expectations
- Meets Expectations
- Partially Meets Expectations
- Unsatisfactory

\*Signature of Evaluatee:

Date:

Signature of Evaluator:

Date:

\*The evaluatee's signature on this evaluation does not necessarily imply agreement. If the evaluatee disagrees with the above evaluation, they may submit a written statement and submit it to Human Resources within ten (10) business days from receipt of the evaluation. The evaluatee's statement will be attached to the Performance Evaluation and placed in their personnel file.