

## CLASSIFIED PERSONNEL EVALUATION

NAME \_\_\_\_\_

DATE \_\_\_\_\_

POSITION \_\_\_\_\_

BUILDING \_\_\_\_\_

Rating: Good = G  
 Average = A  
 Unsatisfactory = U

RATING			COMMENTS
G	A	U	

- |  |                          |                          |                          |  |
|--|--------------------------|--------------------------|--------------------------|--|
| 1. Gets along with others                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |
| 2. Quality of work                                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |
| 3. Initiative and motivation                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |
| 4. Appearance and cleanliness                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |
| 5. Completion of assigned tasks                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |
| 6. Accepts directions                                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |
| 7. Personal habits                                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |
| 8. Punctuality   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |
| 9. Attitude  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |
| 10. Work days missed since July 1 of school year _____ |                          |                          |                          |  |

11. Other comments:

12. Recommendation (check one):    \_\_\_\_\_ Retain    \_\_\_\_\_ Conditional Retention    \_\_\_\_\_ Dismiss  
 List conditions for retention:

Signature of employee\* \_\_\_\_\_

Signature of supervisor(s) \_\_\_\_\_

\*Signature does not necessarily mean that employee agrees with the evaluation, only that he/she has read it.