



Evaluator: _____ Evaluator Title: _____

____ Evaluator: Please initial if employee refuses to sign evaluation



INSTRUCTIONS

The instructions below are to provide a general overview of the process to be followed in the evaluation of classified employees. Prior to evaluating a classified employee, the supervising administrator must first read the "Classified Procedure Manual," which provides specific instructions for evaluating employees, as well as suggestions, definitions, and interpretations.

1. The supervising administrator shall complete all sections of the evaluation, except Section D. Markings and comments shall be typed or printed legibly in ink. The supervising administrator shall then review the evaluation with the employee in a private conference. During the conference with the employee, Section D should be completed. All signatures shall be in ink. Changes and corrections shall be initialed by the employee.
2. If space for comments is inadequate, similarly dated and signed attachments may be made (either typed or in ink).
3. Due dates shall be observed, and are particularly important for probationary evaluations.
4. Employees that are new to the district shall serve a nine (9) month probationary period and shall be evaluated not later than the end of their third and sixth months of probationary service. Employees who have promoted or transferred to a position for which they have not previously served a probation, shall serve a six (6) month probationary period and shall be evaluated not later than the end of their third full month of probationary service.
5. The supervising administrator may extend the probationary period of an employee if the employee's performance is unsatisfactory or requires additional review. The probationary period for new employees may be extended up to a total of three (3) months. For employees who promote or transfer, the probationary period may be extended up to a total of three (3) months. An extended probationary period should be limited to intervals of one (1) month, two (2) months, or three (3) months.
6. All regular (post-probationary) status employees shall be evaluated annually during April through May. Evaluations shall be submitted to the Human Resources Division no later than May 31.
7. Unscheduled evaluations may be filed at any time for employees new to the district who are serving their nine (9) month probationary period.

SECTION A: Check (X) one column for each Performance Factor. Column (e) may be checked when a factor is not considered applicable to a particular job. Each checkmark in Column (d) requires specific explanation in Section E. Performance Factor definitions are located in the "Classified Procedure Manual." Definitions of Performance Standards are as follows:

(a) COMMENDABLE: Denotes performance which is commendable in every respect. The rating of performance factors in Section A should support an "overall performance" designation in Section F which is commendable. Superior performance and job strengths should be specified in Section B of the evaluation report.

(b) COMPETENT: Denotes performance expectations demonstrated at a competent level and in a consistent manner.

(c) IMPROVEMENT SHOULD OCCUR: Denotes skill deficiencies or job-related behaviors requiring correction with the anticipation that the employee can and will take appropriate corrective action and will soon demonstrate satisfactory performance.

(d) UNSATISFACTORY: Denotes very serious skill deficiencies or job-related behaviors which are incompatible with continued employment. Performance factors which are rated "unsatisfactory" must be explained in Section E of the evaluation report.

SECTION B: Should be used to describe outstanding qualities or performances, particularly when checkmark(s) in Column (a) do not seem adequately descriptive.

SECTION C: Used to record progress or improvements in performance resulting from employee's efforts to reach previously set goals.

SECTION D: Record agreed-upon or prescribed performance goals for the next evaluation period.

SECTION E: Give specific reasons for checkmarks in Column

SECTION F: Check the overall performance here, taking into account all factors and total performance over the full period of service being evaluated. Definitions of overall performance ratings are as follows:

COMMENDABLE: Total performance is well above normal standards for the position. This evaluation should be reflected by marks for performance factors in Section A. Superior or excellent performance should be noted in Section B.

COMPETENT: Consistently competent performance, meeting or exceeding standards in most performance factors for the position. If margin is narrow and standards barely met. Explain in Section E.

IMPROVEMENT SHOULD OCCUR: Total performance periodically or regularly falls short of normal standards. Special deficiencies should be noted in Section E. This evaluation indicates the supervising administrator's belief that the employee can and will make the necessary improvements.

UNSATISFACTORY: Total performance is clearly inadequate in one or more critical factors as explained or documented in Section E. Employee has demonstrated inability or unwillingness to improve or to meet standards. Performance is not acceptable for position held.

SECTION G: Check the box that describes the appropriate evaluation period. The "Extension of Probation" box should only be checked if the supervising administrator wants to extend the probationary period of an employee. The supervising administrator should state in the "Comments" section the number of months for which the probation is being extended.

SECTIONS H & I: The supervising administrator and the employee shall sign and date the evaluation. The employee's signature indicates the conference has been held and that the employee has had an opportunity to read the report. If the employee refuses to sign for any reason, explain that the signature does not necessarily imply or indicate agreement with the report. If the employee still refuses to sign, the supervising administrator shall initial. The original evaluation shall be forwarded to the Human Resource Division and a copy shall be given to the employee. The supervising administrator may retain a copy for his/her records.