

**PLUMAS LAKE ELEMENTARY SCHOOL DISTRICT
EVALUATION REPORT FOR CLASSIFIED EMPLOYEES**

Name						Site		
Position						Date		Probationary Permanent
<p>The purpose of this evaluation is to help the supervisor and employee measure how well the employee is performing and to provide a guidance tool for improvement. The employee's job description will be reviewed by the supervisor and attached to this evaluation form. KEY: 1=Outstanding; 2= Satisfactory; *3=Improvement Needed; *4=Unsatisfactory; 5=Not Applicable *Requires suggestions for improvement.</p>								
CHECK ONLY THOSE FACTORS WHICH APPLY TO THE EMPLOYEE'S POSITION	1	2	3	4	5	SUGGESTIONS OR COMMENTS MADE BY SUPERVISOR		
QUALITY OF WORK								
1. Job knowledge								
2. Accuracy								
3. Neatness								
4. Thoroughness								
5. Planning & Organizing								
6. Job Skill Level								
7. Volume of output and extent to which work schedules are met.								
WORK HABITS & ATTITUDES								
1. Dependability								
2. Punctuality								
3. Appearance of Work Station								
4. Compliance with Instructions, Rules & Regulations								
5. Accepts Responsibility								
6. Accepting Constructive Criticism from Supervisor								
7. Attendance								
8. Safety Habits								
9. Operation & Care of Equipment								
PERSONAL QUALITIES								
1. Judgment								
2. Initiative								
3. Adaptability to Emergencies								
4. Accepts Change								
5. Accepts Direction								
6. Positive Attitude								

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***Requires suggestions for improvement.**

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RELATIONSHIPS WITH OTHERS (Employees/Students/Public)

1. Exercising Tact						
2. Handling Difficult Situations						
3. Cooperating						

OVERALL RATING

Overall Rating						
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OVERALL WORK PERFORMANCE SUMMARY - SUPERVISOR'S COMMENTS
(Attach additional pages if desired.)

EMPLOYEE	RATING SUPERVISOR
I have reviewed this report and have had the opportunity to discuss it with my rating supervisor. My signature does not necessarily mean that I agree with the report.	Signature
	Print Name
Signature	Date
Date	Principal/Director's Signature of Review