

Evaluation of Performance Factors Applying To All Classified Employees

NAME: _____

SITE: _____

PERFORMANCE FACTORS/ COMPETENCIES	Improvement is Essential for Job Success		Performance on Target	Key Contributor Who Consistently Performs at a High Level	
	1	2	3	4	5
1. Quality of Work - Extent of thoroughness and neatness					
2. Observes work hours/attendance					
3. Practices safe work habits					
4. Uses time efficiently					
5. Demonstrates knowledge of work					
6. Organizes work and assignments effectively					
7. Accepts accountability for job					
8. Operates and cares for equipment					
9. Demonstrates initiative					
10. Follows policies and procedures					
INTERPERSONAL SKILLS					
11. Interacts with staff, students and patrons					
12. Works well with co-workers					
13. Customer-focused					
14. Maintains appropriate personal appearance; selects attire appropriate for job/position					
ADAPTABILITY					
15. Demonstrates good judgment/makes reasonable decisions					
16. Adapts well to change/is flexible					
JOB COMMITMENT					
17. Performs duties willingly					
18. Accepts suggestions and follows directions					
Overall Rating: Sum the factor ratings and divide by 18. Record the overall rating in the space provided.					

1 _____ Employee be retained

2. _____ Employee be placed on a Corrective Action Plan

Signature of Employee _____ Date: _____

Signature of Evaluator _____ Date: _____

COMMENTS:

Signature verifies that the report has been read and discussed with supervisor. Additional comments may be attached by the employee or supervisor.

Klamath Falls City Schools
Classified Employee Evaluation and Improvement Report
Criteria Explanation

WORK SKILLS AND HABITS

1. Performs duties in an acceptable manner:
 - a. Demonstrates competence in completing job functions.
 - b. Accurate, neat, and thorough in job tasks.
 - c. Completes acceptable amount of work on schedule.
2. Observes work hours/attendance:
 - a. Uses sick leave and compensation time appropriately.
 - b. Maintains good attendance record.
 - c. Arrives at work on time and does not leave early without authorization.
 - d. Provides reasonable notice when absent.
3. Practices safe work habits:
 - a. Maintains a safe environment in the work place.
 - b. Follows safety practices as prescribed by district procedures, training and common sense.
 - c. Understands and follows safety guidelines associated with equipment, chemicals, and other supplies.
4. Uses time efficiently:
 - a. Completes work on schedule (barring unforeseen disruptions).
 - b. Effectively carries out daily assignments.
 - c. Prioritizes tasks well.
5. Demonstrates knowledge of work:
 - a. Understands job and related tasks.
 - b. Rarely requires extensive job instructions.
 - c. Understands purposes and methods for work performed.
6. Organizes work and assignments effectively:
 - a. Develops efficient schedules as work assignments are made.
 - b. Uses good judgment in use of supplies, materials, and equipment.
 - c. Develops long-range plans in job assignments.
 - d. Exhibits effectiveness in daily planning.
7. Accepts accountability for job:
 - a. Rarely needs direct supervision.
 - b. Sees a job through to completion.
 - c. Does not blame others for mistake or failure.
8. Operates and cares for equipment:
 - a. Understands and demonstrates proper use of equipment related to job assignment.
 - b. Properly cares for and maintains job-related equipment.
9. Demonstrates initiative:
 - a. Identifies and corrects problems before they escalate into major issues.
 - b. Often makes workable suggestions.

Criteria Explanation Continued:

10. Follows policies and procedures:
 - a. Demonstrates knowledge of district policies related to work assignments.
 - b. Adheres to daily work guidelines, safety regulations, etc.
 - c. Accepts school and district goals and policies.

INTERPERSONAL SKILLS

1. Interacts with staff, students, and patrons:
 - a. Exhibits a positive approach toward students.
 - b. Relationship with others is appropriate to job setting.
 - c. Responds to student behavior concerns appropriately.
 - d. Relates well with other members of school and district staff.
 - e. Maintains student, family, and staff confidentiality.
2. Works well with co-workers:
 - a. Interaction with co-workers adds to successful completion of assignments.
 - b. Understands job-related needs of co-workers.
 - c. Understands contribution to total district effort.
3. Reasonable personal appearance and grooming:
 - a. Personal hygiene and grooming are appropriate to the work place and have no negative effect on work performance.

ADAPTABILITY

1. Demonstrates good judgment/makes reasonable decisions:
 - a. Practices self-control; thinks before acting.
 - b. Analyzes situations accurately.
2. Adapts well to change/is flexible:
 - a. Performs well in new situations.
 - b. Adjusts to new scheduling and/or changes in schedules.
 - c. Demonstrates willingness to learn new tasks and procedures.
 - d. Demonstrates willingness to incorporate new ideas or methods.

JOB COMMITMENT

1. Performs duties willingly:
 - a. Personal problems do not affect work performance.
 - b. Provides positive reinforcement to students, staff, and parents as appropriate.
2. Accepts suggestions and follows directions:
 - a. Considers constructive criticism and makes necessary changes in performance.
 - b. Follows directions of supervisor.