

Classified Personnel Evaluation

INTERPERSONAL RELATIONS:

Consider relationships with other employees, students, and the community, and willingness to perform required duties and to help others accomplish tasks.

- (a) Deals with students and parents in a positive, constructive manner.
- (b) Deals with colleagues and supervisors in a positive, constructive manner.
- (c) Cooperates in accomplishing school and District goals and objectives.
- (d) Handles problems in a constructive and fair manner.
- (e) Works through line/staff relationships when addressing problems.
- (f) Offers differing opinions in a constructive and helpful manner.
- (g) Demonstrates effective written and verbal communication skills.

S	IN	U	NA

Comments: _____

SUMMARY

Overall job performance on applicable items.

S	IN	U	NA

This review has been discussed with the employee who has been given a copy. Signatures acknowledge completion of the evaluation and not necessarily agreement. Written statement of disagreement may be attached to this form.

Overall, does the employee meet the designated performance standards? YES NO

Comment: _____

Growth and Development: Activities in which the employee has or will participate that could increase job effectiveness. _____

This review has been discussed with the employee who has been given a copy. Signatures acknowledge completion of the evaluation and not necessarily agreement. Written statement of disagreement may be attached to this form.

Employee's Signature

Date

Supervisor's Signature

Date

Employee's Comments: _____

NOTE: The staff member shall be provided a copy of this form upon completion of evaluation conference. The original evaluation shall be forwarded to Superintendent's Office and a copy maintained in the files of the evaluator.