

Jefferson County Schools

Classified Employee Evaluation Checklist

Job Title _____ 90-day _____ Annual _____ Other _____

Employee Name _____ Date of Evaluation _____

Job Site: _____ Evaluator: _____

Job Standards: Satisfactory Needs improvement* Unsatisfactory*

1. Adequately performs job duties for the position efficiently.			
2. Follows Jefferson County Board of Education policies, local school policies, and rules/regulations pertaining to position.			
3. Displays good attendance and reports to work on time.			
4. Supports school personnel.			
5. Displays a cooperative attitude with supervisors, co-workers, students, and parents.			
6. Maintains professional confidentiality.			
7. Maintains appropriate personal appearance; selects attire appropriate for job/position.			
8. Readily adapts to new circumstances.			
9. Accepts constructive criticism.			

Signature of Employee _____ Date _____

Signature of Evaluator _____ Date _____

*Must give description of area(s) that need improvement or are unsatisfactory (use back of form if necessary):

Original: personnel file (send to HR department) Copy: on-site file Copy: employee