



Porterville Unified School District Classified Employee Performance Report

Name _____ Position _____

Work Location _____

Interim Report
Annual Report
Probationary Report

Name/Title of Evaluator _____

Performance Dimensions: Check the phrases in each column that most nearly describe the employee's performance over the period covered by this evaluation.

1. QUALITY OF WORK consists of the productivity and accuracy with which duties are performed.

A. NEATNESS/ACCURACY

Work was presentable and accurate.

Work was acceptable; with occasional errors.

Work was often unacceptable and contained numerous errors.

B. PRODUCTIVITY

Made effective use of time; met deadlines.

Usually made good use of time; met most deadlines.

Made poor use of time; frequently missed deadlines.

C. JOB DESCRIPTION

Tasks performed met the standards of the job description.

Tasks performed sometimes met the standards of the job description.

Tasks performed seldom met the standards of the job description.

Comments: _____

2. JOB KNOWLEDGE consists of job information, application of efficient methods, and skills the employee has for satisfactory performance.

A. JOB INFORMATION

Major aspects of job understood.

Knowledge of some aspects of the job was incomplete.

Knowledge about key aspects of the job was not adequate.

B. METHODS / TECHNIQUES

Methods/techniques are effective and efficient.

Some methods/techniques were ineffective and inefficient.

Methods/techniques used were ineffective and/or inefficient.

C. SKILLS

Required skills were strong.

Some skills needed improvement.

Needed skills were absent or below an acceptable level.

Comments: _____

3. ATTENDANCE AND PUNCTUALITY consists of being at work on time and following absence reporting procedures.

A. ATTENDANCE

Attendance was satisfactory:
_____ absences.
Extensive absences were due to:
_____.
Abusive leave pattern indicated:
_____ M/F, Holiday adjacent, etc.

B. PUNCTUALITY

Reported to work on time always.

Usually on time.

Frequently tardy.

C. ADHERENCE TO WORK SCHEDULE

Always follows established work schedule.

Occasionally extends work break or leaves work early.

Frequently extends work breaks or leaves work early.

D. REPORTING

Always reports absences / tardies timely and per policy or N/A (never absent/late).

Has not followed procedure at least twice.

Seldom follows procedures.

Comments: _____

4. WORK CHARACTERISTICS are initiative and resourcefulness, adaptability and attitude, and ability to prioritize.

A. INITIATIVE and RESOURCEFULNESS

Needs were identified and problems solved independently; was a "self-starter".

Employee usually initiated required action and solved problems independently.

Needs were overlooked by employee; assistance frequently required to solve problems.

B. ADAPTABILITY

Accepted new ideas/technology readily; was flexible and dealt with stress in a professional manner.

Adapted to change, but with some reservations; sometimes unable to deal with stressful situations in a professional manner.

Refused to accept changes readily. Changes were met with tension, hostility or other ineffective behavior.

C. ATTITUDE

Positive feeling about work was presented to others.

Positive attitude typically displayed.

Negative or hostile attitude displayed; dissatisfaction with, or open dislike for job apparent.

D. PRIORITIZING

Prioritized so that changing demands were met.

Prioritizing occasionally neglected, resulting in important tasks not being completed.

Prioritizing ineffective, frequently resulting in assigned tasks not being completed.

Comments: _____

5. WORKING RELATIONSHIPS are the courtesy and tact, discretion, effective communication and positive relationships which an employee displays at work.

A. COURTESY / TACT	B. DISCRETION	C. ORAL COMMUNICATION	D. RELATIONSHIP WITH CO-WORKERS	E. RELATIONSHIP WITH SUPERVISOR
Courtesy and tact demonstrated consistently.	There were no known violations of job-related confidentiality, nor other inappropriate discussions of job matters.	Communicated effectively orally; attention to other speaker(s) apparent.	Willing to help co-workers without being asked; demonstrated ability to work as a positive team member.	Always accepted constructive criticism and suggestions of supervisor.
Courtesy and tact usually displayed.	There were some violations of confidentiality.	Oral and listening skills usually effective.	Willing to help co-workers only if specifically asked to do so.	Usually accepted constructive criticism and most suggestions of supervisor.
Behavior seen as tactless/discourteous; difficult to work with.	There was evidence that confidentiality was not properly observed.	Talked too much or not enough to complete work effectively; poor listening skills.	Unwilling or unable to help co-workers; not an effective team member.	Did not accept constructive criticism or suggestions of supervisor; was argumentative.

Comments: _____

6. DEPENDABILITY / INITIATIVE - getting required work done with a minimum of supervision following instructions.

A. SUPERVISION REQUIRED	B. FOLLOWING ORAL AND WRITTEN INSTRUCTIONS
Appropriate minimum supervision was required.	Instructions were followed; employee typically needed instructions only once.
Frequent supervision required to ensure work was completed.	Instructions were followed with some errors; repeating of instructions was necessary.
Excessive supervision required to ensure assigned work was completed.	Instructions were frequently not followed and/or needed to be repeated frequently.

Comments: _____

7. PERSONAL APPEARANCE consists of the personal appearance of the employee as well as their work area/situation.

- Employee was well-groomed and dressed appropriately for the workplace
- Employee was usually well-groomed; at times dressed inappropriately for the workplace.
- Employee exhibited grooming problems and/or dressed inappropriately for the workplace.

Comments: _____

8. WORKSTATION EFFICIENCY consists of orderliness and organization of the workstation for ultimate efficiency.

- Workstation was always orderly and organized for efficiency.
- Some untidiness and disorganization evident which has resulted in some inefficiency.
- Workstation was untidy and disorganized which has led to inefficiency.

Comments: _____

9. USE OF EQUIPMENT is the correct operation and maintenance of equipment expected of employee.

(Note: Evaluator may wish to indicate kinds of equipment, i.e., vehicles, etc..)

- Employee displayed appropriate knowledge of use and maintenance of equipment.
- Better judgment and knowledge was needed in using equipment.
- Assigned equipment was used carelessly or inappropriately.

Comments: _____

10. SAFETY PRACTICES

- Safe working procedures were followed, potential hazards were corrected; had accident-free history.
- Generally followed safe working procedures.
- Did not follow safe working procedures; occasionally took potentially unsafe shortcuts.

Comments: _____

11. SANITATION (for Custodial, Food Service, Instructional Aide & Other Student Contact Related Positions):

Used approved sanitation procedures; spotted unsanitary conditions and sought to correct.

Sanitation was at an acceptable level; expected amount of care was taken.

Sanitation practices and procedures were not followed at an acceptable level.

NOT APPLICABLE

Comments: _____

12. FOR STUDENT CONTACT RELATED POSITIONS:

A. LEARNING ENVIRONMENT

Worked well with students individually and in small groups to meet their needs.

Worked well with some students to meet their needs.

Did not work well with students.

B. MOTIVATION

Used positive reinforcements with students; motivated and encouraged students to achieve.

At times used positive reinforcement with students; inconsistent in encouragement of students.

Little or no use of positive reinforcement or encouragement to succeed.

C. STUDENT CONTROL

Demonstrated consistency in assisting staff to maintain and control student behavior.

Demonstrated some ability to assist staff to maintain and control classroom behavior, but waited for teacher to direct before taking action.

Was not able to maintain and control student behavior.

NOT APPLICABLE

Comments: _____

OVERALL EMPLOYEE RATING: The Overall Rating best describes the overall performance of the employee.

At this time, the overall performance meets the standards and requirements of Porterville Unified School District.

At this time, the performance needs improvement and is deficient in meeting the standards and requirements of Porterville Unified. (Specify specific suggestions for improvement in "Recommendations and Commendations" section, below)

The performance of this employee is not meeting required standards of Porterville Unified and is deemed unsatisfactory.

RECOMMENDATIONS AND COMMENDATIONS: (Include explanations of ratings. Use additional page, if necessary.)

Employee's signature on performance report does indicates that the employee has seen, discussed, and been provided a copy of the report. Employee's signature does not necessarily imply agreement with the conclusions of the rater.

Signature of Employee: _____

Date: _____

Signature of Evaluator: _____

Date: _____

EMPLOYEE IMPROVEMENT PLAN

Employee Name: _____

Supervisor: _____

Determination of Objectives Date: _____

Evaluation Conference Date: _____

OBJECTIVE	ACTIVITIES	TIMELINESS	ASSESSMENT TECHNIQUE TO BE UTILIZED	DEGREE OF ACHIEVEMENT
Evaluatee Comments:				
Evaluator Comments:				

Signature of Evaluatee

Date

Signature of Evaluator

Date