**San Juan Island School District #149**

**Classified Staff Employee Performance Evaluation Form**

**INSTRUCTIONS FOR COMPLETING ELECTRONICALLY**

* The form can be completed electronically, by filling in the applicable text and check box fields, online. After completing one field click the TAB key to move to the next field or mouse click into desired field.
* Once completed, save a copy to your file share folder, then print a hard copy for Employee Comments (if any) and signatures.
* Send fully signed copies via interoffice mail to Human Resources for tracking and file retention.
* Submit any proposed modifications to the Human Resources Manager. Please report any difficulty you have accessing the form to hr@sjisd.wednet.edu.

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| San Juan Island School District #149 DISTRICT OFFICE EMPLOYEE PERFORMANCE EVALUATION | | |  | | | |
| BUILDING | | TYPE  90-DAY (NEW HIRE)  ANNUAL | |
| EMPLOYEE’S NAME | | CLASSIFICATION TITLE | EVALUATION PERIOD FROM      TO | EVALUATION DATE | | |
| PERFORMANCE FACTORS | PERFORMANCE EXPECTATIONS: COMMENTS AND/OR EXAMPLES (ATTACH EXTRA SHEETS IF NEEDED) | | | | | RATING |
| 1. **QUALITY OF WORK**  * Competence * Accuracy * Neatness * Thoroughness |  | | | | | OUTSTANDING \* |
| EXCEEDS EXPECTATIONS |
| MEETS EXPECTATIONS |
| NEEDS IMPROVEMENT |
| UNSATISFACTORY \* |
| 1. **QUANTITY OF WORK**  * USE OF TIME * VOLUME OF WORK COMPLETED * ABILITY TO MEET SCHEDULES/DEADLINES * PRODUCTIVITY LEVELS |  | | | | | OUTSTANDING \* |
| EXCEEDS EXPECTATIONS |
| MEETS EXPECTATIONS |
| NEEDS IMPROVEMENT |
| UNSATISFACTORY \* |
| 1. **JOB KNOWLEDGE**  * DEGREE OF TECHNICAL KNOWLEDGE * UNDERSTANDING OF JOB PROCEDURES AND METHODS. |  | | | | | OUTSTANDING \* |
| EXCEEDS EXPECTATIONS |
| MEETS EXPECTATIONS |
| NEEDS IMPROVEMENT |
| UNSATISFACTORY \* |
| 1. **WORKING RELATIONSHIPS**  * COOPERATION AND ABILITY TO WORK WITH SUPERVISOR, CO-WORKERS, STUDENTS, AND CLIENTS SERVED. * RECEPTIVE TO FEEDBACK |  | | | | | OUTSTANDING \* |
| EXCEEDS EXPECTATIONS |
| MEETS EXPECTATIONS |
| NEEDS IMPROVEMENT |
| UNSATISFACTORY \* |
| 1. **ORGANIZATION**  * Time management * Prioritization * Efficiency * Accessibility |  | | | | | OUTSTANDING \* |
| EXCEEDS EXPECTATIONS |
| MEETS EXPECTATIONS |
| NEEDS IMPROVEMENT |
| UNSATISFACTORY \* |
| 1. **PERSONAL EFFECTIVENESS**  * POSITVE ATTITUDE * Initiative * AdaptabilitY/FLEXIBILITY * Dependability/ PUNCTUALITY * JUDGEMENT |  | | | | | OUTSTANDING \* |
| EXCEEDS EXPECTATIONS |
| MEETS EXPECTATIONS |
| NEEDS IMPROVEMENT |
| UNSATISFACTORY \* |
| 1. **PERFORMANCE GOALS: WERE THEY MET?** |  | | | | | OUTSTANDING \* |
| EXCEEDS EXPECTATIONS |
| MEETS EXPECTATIONS |
| NEEDS IMPROVEMENT |
| UNSATISFACTORY \* |

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| --- | --- | --- | --- | --- |
| 1. **PERFORMANCE GOALS FOR THE NEXT EVALUATION PERIOD** | | | | |
| 1. **SPECIFIC ACHIEVEMENTS** (Attach additional sheets if necessary) | | | | |
| 1. **TRAINING AND DEVELOPMENT SUGGESTIONS** | | | | |
| EVALUATOR’S NAME (Print or Type) | EVALUATOR’S TITLE | EVALUATOR’S SIGNATURE | | DATE RATED |
| EMPLOYEE’S COMMENTS - | | | | |
| This performance evaluation was discussed with me on the date noted above. I understand that my signature attests only that a personal interview was held with me; it does not necessarily indicate that I agree with the evaluation. | | | EMPLOYEE’S SIGNATURE | DATE SIGNED |

A copy of the signed evaluation form will be provided to the employee upon request.

#### DEFINITIONS OF PERFORMANCE RATING CATEGORIES

**OUTSTANDING** \* – The employee has exceeded all of the performance expectations for this factor and has made many significant contributions to the efficiency and economy of this organization through such performance.

**EXCEEDS EXPECTATIONS** – The employee regularly works beyond a majority of the performance expectations of this factor and has made many significant contributions to the efficiency and economy of this organization through such performance.

**MEETS EXPECTATIONS** – The employee has met the performance expectations for this factor and has contributed to the efficiency and economy of this organization.

**NEEDS IMPROVEMENT** – The employee has failed to meet one or more of the significant performance expectations for this factor.

**UNSATISFACTORY** \* – The employee has failed to meet the performance expectations for this factor.

\* Give specific examples of this employee’s performance.