

## Classified Performance Evaluation

**EMPLOYEE NAME:**  
**EMPLOYEE TITLE:**  
**EVALUATION PERIOD:**

Performance Factors	Performance Expectations: Comments and/or Examples	Rating	
1. QUALITY OF WORK Competence, accuracy neatness, thoroughness.		<input type="checkbox"/>	Outstanding
		<input type="checkbox"/>	Exceeds Expectations
		<input type="checkbox"/>	Satisfactory
		<input type="checkbox"/>	Needs Improvement
		<input type="checkbox"/>	Unsatisfactory
2. QUANTITY OF WORK Use of time, volume of work accomplished, ability to meet schedules, productivity levels.		<input type="checkbox"/>	Outstanding
		<input type="checkbox"/>	Exceeds Expectations
		<input type="checkbox"/>	Satisfactory
		<input type="checkbox"/>	Needs Improvement
		<input type="checkbox"/>	Unsatisfactory
3. JOB KNOWLEDGE Degree of technical knowledge, understanding of job procedures and methods.		<input type="checkbox"/>	Outstanding
		<input type="checkbox"/>	Exceeds Expectations
		<input type="checkbox"/>	Satisfactory
		<input type="checkbox"/>	Needs Improvement
		<input type="checkbox"/>	Unsatisfactory
4. WORKING RELATIONSHIPS Cooperation and ability to work with supervisor, co-workers, students, and clients served.		<input type="checkbox"/>	Outstanding
		<input type="checkbox"/>	Exceeds Expectations
		<input type="checkbox"/>	Satisfactory
		<input type="checkbox"/>	Needs Improvement
		<input type="checkbox"/>	Unsatisfactory
5. SUPERVISORY SKILLS Training and directing subordinates, delegation, evaluating subordinates, planning, organizing work, problem solving, decision making ability, ability to communicate.		<input type="checkbox"/>	Outstanding
		<input type="checkbox"/>	Exceeds Expectations
		<input type="checkbox"/>	Satisfactory
		<input type="checkbox"/>	Needs Improvement
		<input type="checkbox"/>	Unsatisfactory
6. OPTIONAL FACTORS		<input type="checkbox"/>	Outstanding
		<input type="checkbox"/>	Exceeds Expectations
		<input type="checkbox"/>	Satisfactory
		<input type="checkbox"/>	Needs Improvement
		<input type="checkbox"/>	Unsatisfactory

(OVER)

SPECIFIC ACHIEVEMENTS (Attach additional sheets if necessary)

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RECOMMENDED AREAS (Attach additional sheets if necessary)

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ATTENDANCE (Supervisor's comments)

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EMPLOYEE' COMMENTS: Your comments may include specific statements to the effect you disagree with the evaluation and why. If you wish to discuss any part of the evaluation with the Director of Human Resources, in confidence, please call for an appointment.

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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 SIGNATURE

DATE SIGNED

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SUPERVISOR COMMENTS:

SUPERVISOR NAME (print or type)	SUPERVISOR TITLE	SUPERVISOR SIGNATURE	DATE RATED
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