

**SCOE EMPLOYEE EVALUATION  
CLASSIFIED MAINTENANCE AND OPERATIONS**

Name:	Position Title:
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Date of Evaluation:	Department:	Worksite:
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Employment Status:

Probationary – 1<sup>st</sup> Evaluation
  Annual Review  
 Probationary – 2<sup>nd</sup> Evaluation

Check the appropriate box. The expectation levels are based on the job description, office policies and practices and the standards for all like positions. Comments must be made if rating of "Needs Improvement" or "Unsatisfactory" are made.

	N/A	Meets Standards	Needs Improvement	Unsatisfactory
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**PERSONAL QUALITIES**

	N/A	Meets Standards	Needs Improvement	Unsatisfactory
1. Uses good judgment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Shows initiative.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Flexible – willing to accept change or adapt to different aspects of the job.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Appropriate appearance for the job.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Dependable – punctual and has regular attendance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Courteous and tactful.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Respects confidentiality.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

**JOB PERFORMANCE**

	N/A	Meets Standards	Needs Improvement	Unsatisfactory
1. Observes safety and health standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Regular attendance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Observes established working hours.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Starts and completes tasks without specific supervision.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Complies with general rules and regulations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Takes proper care of tools, equipment and materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Carries out duties and responsibilities as instructed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Produces accurate and complete work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Responds appropriately to unusual or emergency situations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Assures that all supplies are available when needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

**QUALITY OF WORK**

	N/A	Meets Standards	Needs Improvement	Unsatisfactory
1. Job knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Neatness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Thoroughness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Accuracy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Check the appropriate box. The expectation levels are based on the job description, office policies and practices and the standards for all like positions. Comments must be made if rating of "Needs Improvement" or "Unsatisfactory" are made.	N/A	Meets Standards	Needs Improvement	Unsatisfactory
<b>WORK MANAGEMENT</b>				
1. Devises effective solutions to problems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Effectively plans and organizes work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Communicates clearly and effectively whether orally or in writing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
<b>WORK PRODUCTIVITY</b>				
1. Provides an effective volume of output/efficiency.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Meet schedules.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
<b>ATTITUDE TOWARD WORK</b>				
1. Follows SCOE policies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Follows worksite policies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Accepts criticism and implements suggestions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Accepts responsibility willingly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Endeavors to improve work techniques.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Demonstrates interest in work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Accepts new ideas and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
<b>RELATIONSHIP WITH PEOPLE</b>				
1. Shares mutual respect and effectiveness in dealing with staff, districts and the public.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Supports team effort.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
<b>PROFESSIONAL GROWTH</b>				
1. Participates in designated inservice training.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
2. Makes personal effort to improve education and job-related skills.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
Comments:				

EVALUATION SUMMARY

A. Evaluator's Comments:

B. Suggestions for In-Service Training:

C. Certification of Evaluator:

I hereby certify that this report constitutes my best judgment of the service value of this employee and is based on personal observation and knowledge of his/her work.

Supervisor's Signature:

Date:

D. Waiver (Permanent Employee Only)

Evaluation may be waived upon written consent of employee, supervisor and department head.

\_\_\_\_\_ Evaluation for \_\_\_\_\_ school year waived.

Employee's Signature:

Department Head's Signature:

Supervisor's Signature

Date:

E. Employee's Comments:

F. Employee Certification:

My signature acknowledges that I have read and/or discussed this evaluation. It does not imply that I agree or disagree. I have received a copy of this evaluation.

Employee's Signature:

Date:

*This evaluation and all attachments will be placed in your personnel file. You have ten (10) days from receipt of this evaluation to make any signed written comments you wish, which will be attached to this evaluation and placed in your personnel file.*