

**PERSONNEL**

**Classified Personnel**

**Classified Personnel Evaluation**

<b>Name:</b>	<b>School Year:</b>
<b>Work Site/School:</b>	<b>Supervisor:</b>

**Position: (Check ONE)**

<input type="checkbox"/>	Bus Driver	<input type="checkbox"/>	Clerical Personnel	<input type="checkbox"/>	Bus Mechanic
<input type="checkbox"/>	Custodian	<input type="checkbox"/>	Food Service Employee	<input type="checkbox"/>	Other, Specify Below
<input type="checkbox"/>	Instructional Assistant	<input type="checkbox"/>	Maintenance Personnel	<input type="checkbox"/>	

Place a check mark under the rating that is most applicable for each area. Attach a separate sheet for comments and/or clarification if needed.	Outstanding	Satisfactory	Needs Improvement	Unsatisfactory	Not Applicable
	<b>JOB KNOWLEDGE:</b> Evaluate skill/knowledge of the information, procedures, materials, equipment, techniques, etc. required for the position				
A. Has necessary skills to complete tasks required in current job.					
B. Understands and completes all records, reports and documents required.					
C. Has working knowledge of equipment/material that is necessary for completion of assigned task.					
D. Attends appropriate in-service programs.					
E. Adheres to Board policies.					
<b>PRODUCTIVITY, DEPENDABILITY, and ATTENDANCE:</b> Consider efforts to ensure the successful completion of tasks, extra efforts made to meet work demands, attendance, dependability, and general assistance.					
A. Uses discretion with confidential or privileged information.					
B. Follows directions					
C. Uses good judgement in performing responsibilities.					
D. Organizes work responsibilities and sets priorities.					
E. Has a good attendance record.					
F. Reports and begins work on time.					
G. Returns from break and/or lunch and begins work immediately.					



