

**WOODSIDE ELEMENTARY SCHOOL DISTRICT
EVALUATION FORM FOR CLASSIFIED EMPLOYEES**

Employee Name: _____ Position: _____

Date: _____

School Year ____ Probationary ____ Regular ____ Substitute ____

	Exceeds Expectations	Satisfactory	Needs Improvement	Unsatisfactory
QUALITY				
1. Perform duties in acceptable manner.				
2. Complete work with a minimum of errors.				
QUANTITY				
3. Complete work in allotted time.				
WORK HABITS AND ATTITUDES				
4. Organize and prioritize assignments.				
5. Use good judgment in the performance of work.				
6. Learn and apply new ideas, procedures, rules and techniques.				
7. Demonstrate an interest and initiative in work.				
8. Comply with rules, regulations, and policies.				
9. Demonstrate flexibility with work assignments and schedules.				
PUNCTUALITY				
10. Comply with the assigned hours of work and appointed schedules.				
DEPENDABILITY				
11. Attend to duties in the absence of supervision.				
12. Follow written and oral instructions in the performance of job duties.				
RELATIONSHIPS WITH PEOPLE				
13. Work effectively with other employees.				
14. Work effectively with pupils.				
15. Work effectively with the public.				
16. Present self in professional manner.				
OVERALL RATING				

Comments on work performance:

Goals and support for next review period:

The unit member's signature does not mean agreement but only receipt of evaluation and member may respond in writing within 30 days of receipt.

SUPERVISOR: _____ TITLE: _____ DATE: _____

EMPLOYEE: _____ DATE: _____