

**CROSSETT SCHOOL DISTRICT
CLASSIFIED EMPLOYEE EVALUATION FORM
District Maintenance Employee Evaluation**

The purpose of this evaluation is to inform the employee of job performance with the goal of improving performance. An evaluation is to be completed each year and filed in the Superintendent's office before the April board meeting of each year. The evaluation may be conducted on a more frequent basis.

EMPLOYEE'S NAME _____ DATE _____

PRESENT POSITION _____ SCHOOL/DEPT. _____

PERIOD COVERED BY THIS EVALUATION _____ TO _____

Definition of Evaluation Terms: **N/A**=Not Applicable; **1**=Unsatisfactory, needs immediate improvement; **2**=Marginal, work is in need of improvement; **3**=Meets Requirements, producing desired results; **4**=Exceeds Requirements; **5**=Exceptional.

	5	4	3	2	1
Quantity of Work (Consider the quantity of work turned out and the promptness with which it is completed)					
Quality of Work (Consider the ability and accuracy of work produced, meeting company standards, neatness)					
Knowledge of Job (Consider basic knowledge of present job and equipment necessary to do the job)					
Dependability (Consider amount of supervision required, punctuality and attendance)					
Teamwork (Consider willingness and cooperativeness with co-workers and supervisors, ability to accept constructive criticism)					
Adherence to Policy (Consider adherence to policies and procedures)					
Attitude (Consider the demeanor used in dealing with faculty/staff, co-workers and supervisors)					
Initiative (Consider the degree to which an employee searches out new tasks and expands abilities professionally and personally)					

Comments: _____

EMPLOYEE STATEMENT: I have examined this evaluation, and have signed it; however, my signature does not necessarily indicate agreement with the contents, but only that they are recorded with my full knowledge.

Comments: _____

 Signature of Employee

 Date

 Signature of Evaluator

 Date

Improvement Plan - Year I II III

Name _____ Date to be accomplished _____

1. What job target is to be improved?

2. What are some specific ways to improve?

3. Indicate how the improvement will be demonstrated/measured.

4. What training/in-service is planned to address the need?

5. What can the Administration do to help you accomplish the goal?

Employee Signature

Evaluator Signature

Date

Date

Comments: _____

