

Monterey County Office of Education
Classified Performance Evaluation

Pre-Evaluation Conference - Initials: Evaluator: _____ Date: _____ Evaluatee: _____ Date: _____

Name: _____ Classification: _____

Evaluation due date: _____ Location: _____ Rating Period: _____
 PROBATIONARY ANNUAL BIENNIAL EXTENDED

PERFORMANCE DIMENSIONS: Check the phrase that most nearly describes the employee's performance over the period covered by this evaluation. Evaluators are encouraged to make additional comments where appropriate to enhance the evaluation. Comments are required for any rating below 2 in any category and encouraged for outstanding performance.

1. QUALITY OF WORK

A. Neatness	B. Correctness	C. Assigned Duties
<input type="checkbox"/> 1. Work was exemplary - always presentable. <input type="checkbox"/> 2. Work was presentable. <input type="checkbox"/> 3. Work was usually presentable; sometimes needing to be redone. <input type="checkbox"/> 4. Work was unpresentable.	<input type="checkbox"/> 1. Work completed correctly. <input type="checkbox"/> 2. Work of acceptable quality, mistakes limited in number. <input type="checkbox"/> 3. Work contained numerous errors.	<input type="checkbox"/> 1. Tasks performed exceeded the guidelines of the job description. <input type="checkbox"/> 2. Task performed met the guidelines of the job description. <input type="checkbox"/> 3. Tasks performed usually met the guidelines of the job description. <input type="checkbox"/> 4. Tasks performed seldom met the guidelines of the job description.

COMMENTS ON QUALITY OF WORK:

Classified Performance Evaluation (Continued)

2. JOB KNOWLEDGE: Consists of job understanding, application or efficient methods, and skills the employee has for satisfactory performance.

A. Understanding	B. Methods	C. Skills
<input type="checkbox"/> 1. All phases of job understood. <input type="checkbox"/> 2. Major phases of job understood. <input type="checkbox"/> 3. Most common phases of the job were understood; understanding of some phases was incomplete. <input type="checkbox"/> 4. Understanding about key aspects of job was inadequate.	<input type="checkbox"/> 1. Methods were effective and efficient. <input type="checkbox"/> 2. Most methods were effective; usually completed in allotted time. <input type="checkbox"/> 3. Methods were ineffective or inefficient.	<input type="checkbox"/> 1. Required skills were exceptional <input type="checkbox"/> 2. Required skills were acceptable. <input type="checkbox"/> 3. Most skills satisfactory. Some needed improvement. <input type="checkbox"/> 4. Needed skills were absent or below an acceptable level.

COMMENTS ON JOB KNOWLEDGE:

3. ATTENDANCE AND PUNCTUALITY

A. Attendance	B. Punctuality
<input type="checkbox"/> 1. Attendance was satisfactory. <input type="checkbox"/> 2. Extensive absences were due to (MUST comment) _____ <input type="checkbox"/> 3. Absences were excessive.	<input type="checkbox"/> 1. Reported to work on time. <input type="checkbox"/> 2. Usually on time. <input type="checkbox"/> 3. Frequently tardy.

COMMENTS ON ATTENDANCE & PUNCTUALITY:

Classified Performance Evaluation (Continued)

4. WORK CHARACTERISTICS

A. Initiative and Resourcefulness [] 1. Needs identified and problem solves independently. [] 2. Employee usually initiated required action and solved problems independently. [] 3. Needs were overlooked or not seen by employee; assistance was required to solve problems.	B. Adaptability to stress or change. [] 1. Stress or change dealt with satisfactorily [] 2. Usually adapted to stress or change. [] 3. Stressful situations or changes were met with ineffective behavior.	C. Attitude [] 1. Positive attitude about work was presented. [] 2. Positive attitude usually displayed. [] 3. Negative attitude sometimes apparent.
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Prioritizing

- [] 1. Prioritized jobs so that demands were met and/or anticipated.
- [] 2. Prioritized jobs, usually resulting in important tasks being completed.
- [] 3. Prioritized jobs ineffectively, frequently resulted in assigned tasks not being completed.

COMMENTS ON WORK CHARACTERISTICS:

5. DEPENDABILITY

A. Supervision Required [] 1. Supervision seldom required. [] 2. Minimum supervision required. [] 3. Frequently supervision needed to get assigned work completed. [] 4. Constant supervision required.	B. Following Oral and Written Instructions [] 1. Written and oral instructions easily understood/implemented. [] 2. Instructions were followed consistently; repeating of instructions occasionally necessary. [] 3. Instructions were followed with some errors; repeating of instructions was necessary. [] 4. Instructions were not followed; needed to be repeated frequently.
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Classified Performance Evaluation (Continued)

COMMENTS ON DEPENDABILITY:

6. WORKING RELATIONSHIPS: Sensitive in dealing with students, staff and the public, maintains effective relationships with others.

A. Courtesy and tact	B. Discretion	C. Communications
<input type="checkbox"/> 1. Courtesy and tact were demonstrated.	<input type="checkbox"/> 1. Holds confidences and uses discretion at all times.	<input type="checkbox"/> 1. Communicates effectively with staff, students, or others.
<input type="checkbox"/> 2. Courtesy and tact were usually displayed; occasional lapses were demonstrated.	<input type="checkbox"/> 2. Holds confidences and uses discretion most of the time.	<input type="checkbox"/> 2. Usually communicates well with staff, students, or others.
<input type="checkbox"/> 3. Behavior often seen as tactless or discourteous; has difficulty dealing with others.	<input type="checkbox"/> 3. There was evidence that required confidentiality and/or discretion were not observed.	<input type="checkbox"/> 3. Often ineffective in communicating with staff, students, or others.

COMMENTS ON RELATIONSHIPS:

7. WORK INTEGRITY: Understands the Department/Division Goals, and their role as an important member of the organization

7A. Understanding of Assignment

- 1. Has a strong understanding of own assignment.
- 2. Usually understands own assignment.
- 3. Shows difficulty understanding own assignment

COMMENTS:

Classified Performance Evaluation (Continued)

7B. Understanding of Relationship within Organization

- 1. Has a strong understanding of relationship to other responsibilities and positions in the department.
- 2. Usually understands relationship to other responsibilities in department.
- 3. Shows difficulty understanding relationship to other responsibilities in department.

COMMENTS:

8. USE OF EQUIPMENT: (NOTE: Evaluator may wish to indicate specific types of equipment)

- 1. Employee displayed complete knowledge of use and maintenance of equipment.
- 2. Employee displayed appropriate knowledge of use and maintenance of equipment.
- 3. Better judgment and knowledge were needed in using equipment on occasion.
- 4. Assigned equipment was used carelessly.

LIST SPECIFIC EQUIPMENT USED:

9. SAFETY AND SANITATION

A. Safety Practices

- 1. Safe working procedures were followed; potential hazards were corrected or reported.
- 2. Generally followed safe working procedures.
- 3. Did not follow safe working procedures; inappropriate actions were taken in emergency situations..

B. Sanitation

- 1. Not applicable to this employee.
- 2. Used approved sanitation procedures; unsanitary conditions were corrected or reported.
- 3. Sanitation procedures and practices were at an acceptable level.
- 4. Sanitation practices and procedures were not followed at acceptable level.

COMMENTS ON SAFETY AND SANITATION:

