

**MADERA UNIFIED SCHOOL DISTRICT
CLASSIFIED EMPLOYEE EVALUATION FORM**

NAME: _____

_____ Permanent

SCHOOL SITE/DEPT: _____

_____ Probationary:

CURRENT JOB TITLE: _____

_____ 5th Month

DATE: _____

_____ 10th Month

Directions: Evaluator(s) shall complete this form by checking the appropriate rating and meeting with the employee to discuss its content. This form shall be signed and dated by both the employee and the evaluator(s).

I. COMPLIANCE WITH RULES/REGULATIONS

- _____ Always follows job rules/regulations
- _____ Almost always follows job rules and regulation
- _____ Follows job rules and regulations with occasional reminders
- _____ Often unable to follow rules/regulations
- _____ Unable to follow job rules and regulations

II. QUALITY OF WORK

- _____ Excellent
- _____ Exceeds established standards
- _____ Meets established standards
- _____ Often does not meet established standards
- _____ Unsatisfactory

III. KNOWLEDGE OF WORK

- _____ Exceptional ability to execute job duties and responsibilities
- _____ Executes job duties and responsibilities in an above average manner
- _____ Grasps and carries out job duties/responsibilities in a satisfactory manner
- _____ Serious weakness in ability to grasp and carry out job duties/responsibilities
- _____ Lacks awareness of duties and responsibilities

IV. QUANTITY OF WORK

- _____ Output is exceptionally high
- _____ Output is above average
- _____ Output is average
- _____ Output is satisfactory
- _____ Output is below average

V. ATTENDANCE (see page 4 for attendance guidelines)

- _____ Excellent
- _____ Above average
- _____ Average
- _____ Excessive: Needs Improvement
- _____ Excessive: Unsatisfactory

VI. PUNCTUALITY

- Excellent (always prompt in reporting to work)
- Above average (1 time late to work)
- Average (2 times late to work)
- Needs improvement (3-4 times late to work)
- Unsatisfactory (5 or more times late to work)

VII. DEPENDABILITY

- Excellent pre-planning, always meets deadlines
- Above average in pre-planning
- Meets deadlines
- Frequently misses deadlines
- Consistently fails to meet deadlines

VIII. DRESS CODE/PROFESSIONAL APPEARANCE

- Always professional in grooming and appearance
- Almost always professional in grooming and appearance
- Satisfactory maintenance of professional appearance and grooming
- Often unprofessional in grooming and appearance
- Unsatisfactory in grooming and appearance

IX. ATTITUDE TOWARD OTHERS CONTACTED IN THE COURSE OF WORK

- An exceptionally positive force for public and staff morale
- Consistently congenial and cooperative
- Generally cooperative and tactful
- Occasionally displays uncooperative attitude and discourteous behavior
- Consistently displays uncooperative attitude and discourteous behavior

X. WORK ATTITUDE (RESPONSE TO CHANGE/INITIATIVE)

- Self-motivated; enthusiastically accepts new ideas and change
- Shows considerable interest; willing to accept change
- Shows average interest; generally accepts change
- Frequently appears indifferent toward work; frequently lacks initiative; resistant to change
- Shows little interest toward work: lacks initiative; refuses to change and/or accept new procedures or ideas

XI. OVERALL EMPLOYEE RATING SUMMARY

- An exceptional employee; one of the best observed in similar positions.
Performance outstanding.
- Stands out, clearly superior to peers in similar positions.
Performance exceeds established standards.
- Average employee: appears to be suited for position.
Performance meets established expectations.
- Serious weakness in work efficiency and/or attitude.
Performance needs improvement.
- Employee is definitely unsuited for this position.
Performance is unsatisfactory.

**XII. EMPLOYMENT RECOMMENDATION
FOR PERMANENT EMPLOYEES ONLY:**

_____ Retain

_____ Retain on Condition

_____ Notice of Disciplinary Action
(Suspension, demotion or dismissal)

XIII. COMMENTS:

Employee Comments:

Supervisor Comments:

**Employee signature indicates the evaluation has been seen by and discussed with the employee but does not necessarily constitute agreement on the employee's part. The employee has 5 work days to write a written response.

Employee Signature

Supervisor Name (print)

Employee Title

Supervisor Signature

Date

Supervisor Title

Date

ATTENDANCE

- Exceptions for this area:
 - Long term medical verified by a Physician (5 days or longer)
 - Approved long-term leave without pay
 - Industrial Accident/Illness
 - Jury Duty/Subpoena Summons
 - Bereavement Leave
 - Approved School Business

- Ratings (based on 12 months and rounded to the nearest full day)
 - Exceptional:
 - 0-2 days for 10 month employees
 - 0-3 days for 11 month employees
 - 0-4 days for 12 month employees

 - Above Average:
 - 3-5 days for 10 month employees
 - 4-6 days for 11 month employees
 - 5-7 days for 12 month employees

 - Average:
 - 6-10 days for 10 month employees
 - 7-11 days for 11 month employees
 - 8-12 days for 12 month employees

 - Needs Improvement/Excessive:
 - 11-13 days for 10 month employees
 - 12-14 days for 11 month employees
 - 13-15 days for 12 month employees

 - Unsatisfactory/Excessive:
 - More than 13 days for 10 month employees
 - More than 14 days for 11 month employees
 - More than 15 days for 12 month employees