Recognizing that employees comprise the District’s most valuable asset, performance evaluations encourage excellence by providing a written assessment of employee work performance. The performance evaluation system should communicate performance standards for the position and encourage growth and improvement of performance for the future.

The relationship between the employee and the supervisor should be one of mutual confidence, respect and understanding.

Both the supervisor and the employee are responsible for initiating and maintaining the climate, work environment and human relationships that encourage open communication and personal and professional growth. Such communication will enable them to carry out their responsibilities in an efficient and successful manner.

The performance evaluation is based upon a mutual understanding of job expectations. This is accomplished through review of the job description, knowledge of District priorities, review of the performance evaluation system and, most importantly, ongoing communication throughout the year.

The performance evaluation becomes meaningful as the supervisor and the employee develop a mutual understanding of the purposes of the evaluation, the responsibility each party plays in the process, and how it is to be accomplished.

**Each Supervisor has the responsibility to:**

- Provide ongoing specific suggestions and assistance that will enable the employee to accomplish the assigned duties.
- Work to alleviate those conditions that act as limitations or constraints on the performance of assigned duties.
- Schedule the evaluation conference in a timely manner. Conduct the conference in a quiet, private location, providing adequate time with minimal interruptions.
- Provide comments, in each category, that reflect on the employee’s performance.
To the Evaluator: You must provide a detailed explanation of ratings in the comments section or this document will be considered invalid.

<table>
<thead>
<tr>
<th>PERFORMANCE RATINGS</th>
<th>Superior</th>
<th>Satisfactory</th>
<th>Needs to Improve</th>
<th>Unsatisfactory</th>
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<td>SUPERIOR:</td>
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<td>SATISFACTORY:</td>
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<td>UNSATISFACTORY:</td>
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**JOB KNOWLEDGE**
Understands and demonstrates the skills and duties required for the job.

Comments:

**PERFORMANCE OF RESPONSIBILITIES**
Uses time efficiently, organizes work effectively, complete work on schedule.

Comments:

**QUALITY OF WORK**
Performs work with accuracy, thoroughness, effectiveness and neatness.

Comments:
### Classified Employee Performance Evaluation

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</tr>
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#### ADAPTABILITY
Demonstrates the ability and willingness to be flexible, adapts to change and learns new tasks.

Comments:

#### COOPERATION/WORKING RELATIONSHIPS
Works effectively with students and associates.

Comments:

#### ATTENDANCE/OBSERVANCE OF WORK HOURS
Conforms to agreed upon work schedule.

Comments:

#### INITIATIVE/CREATIVITY (optional)
Originates useful ideas, suggestions for improvement and voluntarily initiates new assignments.

Comments:
### OVERALL PERFORMANCE RATING

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Comments:

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**Major Position Duties (from job description) on which the next appraisal will be based:**

1. 
2. 
3. 
4. 
5. 
6. 
7. 
8. 
9. 
10. 

---

**Employee:**
I acknowledge having seen and discussed this report with my supervisor. My signature does not necessarily signify agreement. I understand that I may submit a written response to be attached to this appraisal and placed in my personnel file.*

---

**Signature**

**Date**

**Supervisor:**
This report is based on my direct observation and/or knowledge. It represents my best judgment of this employee’s performance.

---

**Signature**

**Date**

**Evaluator’s Supervisor:**

---

**Signature**

**Date**

*Written response must be submitted to the supervisor within ten (10) working days. The original copy will be attached to the Performance Evaluation Report and forwarded to Human Resources.*

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HR/ras/04-05-07