

FULLERTON SCHOOL DISTRICT CLASSIFIED PERSONNEL EMPLOYEE PERFORMANCE EVALUATION

Name:	Evaluation Due Date:
Class Title:	Site:

Probationary:	<input type="checkbox"/>	2nd month	<input type="checkbox"/>	4th month	<input type="checkbox"/>	5th month
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Permanent:	<input type="checkbox"/>	Annual	<input type="checkbox"/>	Unscheduled
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Final Probationary Reports Only:	<p>The division Assistant Superintendent has reviewed this document.</p> <p>_____ Initials</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%; padding: 5px;"><input type="checkbox"/></td> <td style="padding: 5px;">I do recommend this probationary employee be granted permanent status.</td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/></td> <td style="padding: 5px;">I do not recommend this probationary employee be granted permanent status.</td> </tr> </table>	<input type="checkbox"/>	I do recommend this probationary employee be granted permanent status.	<input type="checkbox"/>	I do not recommend this probationary employee be granted permanent status.
<input type="checkbox"/>	I do recommend this probationary employee be granted permanent status.				
<input type="checkbox"/>	I do not recommend this probationary employee be granted permanent status.				

Work Quality (Factors to consider: Thoroughness, accuracy, works independently, knowledge level, finished work product is free of errors, identifies and corrects errors in own work, participates in training and development to improve work quality)		
<input type="checkbox"/> Proficient	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Unsatisfactory

Comments:

Work Quantity (Factors to consider: Shows initiative, completes acceptable quantity of work, completes assignments within deadlines, works effectively in groups, schedules, informs, and communicates with others regarding work quantity)		
<input type="checkbox"/> Proficient	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Unsatisfactory

Comments:

Professionalism (Factors to consider: Ability to get along with other employees/public/students/etc., ability to maintain professional confidentiality, responds appropriately to supervision, communicates with community/public/coworkers, dresses appropriately for the position/projects, maintains professional appearance)

Proficient

Needs Improvement

Unsatisfactory

Comments:

Work Attitude: (Factors to consider: Displays a positive attitude, cooperativeness, acceptance of suggestions, adjusts to changes and corrections, demonstrates flexibility)

Proficient

Needs Improvement

Unsatisfactory

Comments:

Rule/Directive Adherence (Factors to consider: Compliance with District and departmental rules/regulations/procedures, utilizes proper safety procedures, properly handles equipment and supplies)

Proficient

Needs Improvement

Unsatisfactory

Comments:

Attendance: (Factors to consider: Overall attendance, starting time/break/lunch punctuality, compliance with attendance policies)

Proficient

Needs Improvement

Unsatisfactory

Comments:

Classification Specific Duties: (Factors to consider: Required duties, duties specific to the job classification, specialized skills and/or training participation, expertise/knowledge in job duties, use of/care for classification specific tools and equipment, licensing or permits required)

Proficient

Needs Improvement

Unsatisfactory

Comments:

Employee's Signature:		Date:	
Administrator's Signature:		Date:	

Your signature is an acknowledgment this evaluation was discussed with you. It does not denote or imply approval or agreement. In the event of a disagreement with this evaluation, you may submit a written statement within 10 working days to accompany this evaluation in your personnel file.

DISTRIBUTION: Original – Classified Personnel, 1 copy each to Employee and Department/Site
Rev. 03/2019