

*Minidoka County School District #331  
Classified Employee Job Evaluation*

Employee's Name:

School/Department:

Position/Present Job Title:

Date Evaluation Completed:

**GENERAL CRITERIA:** This evaluation is based on the employee's performance during the current year and the employee's Job Description. Use comments to recognize strengths and areas of concern. For each category indicate what best describes the employee's performance by marking one of the following in the spaces provided. Only observed measurable performance should be reported on the form.

**DEFINITION OF RATING STANDARDS:**

**D = Distinguished/Exceeds Expectations:** Employee displays a high level of related skills, abilities, initiative and productivity. Work performance is consistently above the standards required for the job. Skill is well-developed, consistently observed over time, and is a strength.

**P = Proficient/Meets Expectation:** Employee displays and maintains an effective and consistent level of performance of the job duties under review. Work performance consistently meets the standards of performance for the position. Skill is present or emerging, but not yet a strength. Skill may not yet be consistently observed. Emphasis on strengthening the skill through further training and/or experience should be considered.

**B = Basic/Needs Improvement:** Employee displays inconsistency in the performance of the job factor under review and output frequently falls below acceptable levels. Work performance does not consistently meet the standards of performance for the position. Serious effort is needed to improve performance. Employee has the necessary knowledge and skills to be effective, but its application is inconsistent.

**U = Unsatisfactory:** Work output is consistently low, regularly fails to meet required outcomes, and error rate is high requiring repetition of duty or completion by others. Work performance is inadequate and inferior to the standards of the performance required for the position. Performance at this level cannot be allowed to continue. Skill is not developed or demonstrated and does not meet expectations for the position. Improvement is required.

**Section A – Complete section for all program/job classifications based on current year and employee's job description:**

**JOB KNOWLEDGE AND SKILLS:** Consider employee's skill level, knowledge and understanding of the job assignments. Are the correct methods or techniques used? Is the knowledge routinely applied on the job? **Give examples/reasons for U or D rating.**

- |  |                          |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
|  | U                        | B                        | P                        | D                        |
| 1. Demonstrates skills/knowledge to complete tasks required in current job description.                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Follows policies, techniques and safety procedures.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Demonstrates knowledge of equipment, materials and methods, and uses them appropriately and safely. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Strives to learn more/improve job skills.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Comments:

**PRODUCTIVITY AND QUALITY OF WORK:** Consider how the employee uses available working time, plans and prioritizes work, sets, accomplishes goals and completes job assignments. Are the expected results achieved in a timely and safe manner? Does the employee seek out additional tasks and projects to complete, or help others to complete their tasks and projects? **Give examples/reasons for U or D rating.**

- |  |                          |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
|  | U                        | B                        | P                        | D                        |
| 1. Demonstrates time management skills, completing tasks in a timely manner.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Exhibits problem-solving techniques; pays attention to accuracy and detail. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Performs work according to job requirements/job description.                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Follows district, school and state policies and procedures.                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Comments:

**RESPONSIBILITY, DEPENDABILITY AND ATTENDANCE:** Consider if the employee reports to work on a timely basis and stays on the job? How reliable is the employee in performing work assignments and carrying out instructions? **Give examples/reasons for U or D rating.**

- |  |                          |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
|  | U                        | B                        | P                        | D                        |
| 1. Uses discretion and demonstrates trustworthiness with confidential or privileged information. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Works as scheduled and demonstrates punctuality.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Carries out the responsibilities of the position with minimal supervision and guidance.       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Has a good attendance record; follows policies for requesting/reporting time off.             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Comments:

**INTERPERSONAL RELATIONS:** Consider the extent to which the employee is helpful, non-judgmental and remains calm under difficult and/or pressure situation. Does the employee exhibit a good level of interpersonal skills and has a good working relationship with most of his/her peers, subordinates, supervisors, and general public? Give examples/reasons for U or D rating.

- |  | U                        | B                        | P                        | D                        |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| 1. Demonstrates effective written and verbal communication skills. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Responds promptly to consumer/staff requests or assistance.     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Handles problems in a constructive manner.                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Works cooperatively with administration and co-workers.         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Comments:

**Section B – Complete section for specific program/job classifications based on current year and employee’s job description:**

**Clerical and Administrative Staff:** Give examples or reasons for U or D rating.

- |   | U                        | B                        | P                        | D                        |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| 1. Respects and maintains confidentiality in dealing with records and individuals.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Demonstrates general office knowledge as outlined in job description.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Maintains and updates files, records, forms and reports in a timely, accurate and organized manner.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Applies and interprets budget and/or purchasing procedures accurately.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Operates standard and specialized office equipment, including computer and job related software such as Word, Excel, PowerSchool and others. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Knowledge of business and management principles as outlined in job description.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Responds promptly and cooperatively to requests for information or assistance.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Comments:

**Paraprofessional/Instructional Support:** Give examples or reasons for U or D rating.

- |   | U                        | B                        | P                        | D                        |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| 1. Follows instruction and lesson plans of supervisor and/or teacher.                                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Exhibits effective student management skills.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Reinforces established rules consistently with students and implements appropriate consequences.     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Shows a willingness to learn about specific disabilities and appropriate strategies.                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Reports the progress of students in terms of course objectives on a continuous basis to the teacher. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Comments:

**Custodial Staff:** Give examples or reasons for U or D rating.

- |  | U                        | B                        | P                        | D                        |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| 1. Demonstrates appropriate skill in the use of custodial chemicals.                                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Maintains proper inventory, storage and care of custodial supplies and equipment.                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Observes established protocols when using machinery, equipment and chemicals.                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Maintains a high level of cleanliness of school property and grounds.                                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Takes appropriate measures to ensure the safety of the building/premises and assigned keys.           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Reports accidents, personnel problems to Maintenance Supervisor.                                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Maintains awareness of school calendar of activities, and insures proper set-up for events/activities | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Comments:

**Maintenance Staff:** Give examples or reasons for U or D rating.

- |  | U                        | B                        | P                        | D                        |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| 1. Displays ability to troubleshoot and maintain district systems/equipment for school district.                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Provides routine maintenance and preventive maintenance in a timely manner.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Maintains appropriate license as required in current job description.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Complies with Federal (OSHA), State regulations and district policies.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Responds promptly and cooperatively to requests for repair/maintenance.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Exhibits ability to read and understand building mechanical, electrical and plumbing systems blueprints and diagrams. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Takes initiative to research, analyze and evaluate new methods, procedures and techniques.                            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Comments:

**Food Service Staff:** Give examples or reasons for U or D rating.

- |   | U                        | B                        | P                        | D                        |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| 1. Follows food safety and sanitation practices.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Follows USDA regulations pertaining to production and food services.                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Follows local, State and Federal guidelines to ensure all meal pattern requirements are met. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Wears Safety Gloves and Safety Shoes.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Follows Food Service manager’s accurate production and daily records.                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Comments:

**Food Service Manager:** Give examples or reasons for U or D rating.

- |  | U                        | B                        | P                        | D                        |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| 1. Provides leadership and models positive work place conduct. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

- 2. Provides training to staff, including cross-training.
- 3. Determines quantities and serving sizes needed for age requirements.
- 4. Follows program procedures for student data information, financial records and reports, daily bank and deposits.
- 5. Reports accidents, personnel problems to Food Service Supervisor.
- 6. Maintains accurate production and daily records.
- 7. Compliance and accuracy completing weekly reports, requests and others.

Comments:

**Food Service Delivery:** Give examples or reasons for **U** or **D** rating.

- |   | U                        | B                        | P                        | D                        |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| 1. Checks quantity of food is what was specified on delivery slip.                                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Food delivered in good, clean condition.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Anticipates storage capacity of school and makes necessary adjustments.                            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Takes initiative to solve potential problems and keeps management informed of action taken/needed. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Demonstrates appropriate skills and knowledge for repairs on kitchen equipment.                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Comments:

**Technology:** Give examples or reasons for **U** or **D** rating.

- |  | U                        | B                        | P                        | D                        |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| 1. Demonstrates ability to trouble-shoot hardware and software problems at all the District Buildings. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Stays current on computer developments and innovations that relate to our educational setting.      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Assists in maintaining hardware, software and network infrastructure.                               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Serves as the school contact for addressing hardware and software issues.                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Adheres to security measures established with the District.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Performs data entry applications, training and support for district developed software.             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Comments:

**Supervisor:** Give examples or reasons for **U** or **D** rating.

- |  | U                        | B                        | P                        | D                        |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| 1. Provides leadership and models positive work place conduct.                                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Provides training to all staff, including cross-training.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Evaluates and distributes work load appropriately.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Evaluates and provides ongoing feedback to employees on work expectations on a regular basis.     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Facilitates the operation of a team and promotes teamwork.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Maintains a work environment that is marked by respect for others and builds workforce diversity. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Ensures clear, timely communications to others (both oral and written).                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Comments:

Employee's Comments:

**Comments and Signatures:** The employee and the supervisor may add comments before signing the performance evaluation. By signing the evaluation the employee indicates that they participated in a performance evaluation meeting; the signature does not indicate agreement or disagreement.

**Evaluator's Recommendations:**

Re-employment \_\_\_\_\_

Re-employment with Plan for Improvement with terms and conditions \_\_\_\_\_

Discontinue employment with reasons attached \_\_\_\_\_

Employee's Signature \_\_\_\_\_

Date \_\_\_\_\_

Evaluator's Signature \_\_\_\_\_

Date \_\_\_\_\_