



CLINTON PUBLIC SCHOOLS

Classified Employee Evaluation

Employee Name:		Date:	
Job Title:			
Evaluator(s):			
Appraisal Period:	From:	To:	
Years of Employment:	Years:	Months:	
School:			

Overall Performance*	Exceeds job expectations	Meets job expectations	Needs improvement in job expectations	Does not apply
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1. Knowledge of Job				
2. Accuracy				
3. Judgment				
4. Organization/Productivity				
5. Verbal Communication				
6. Written Communication				

Personal Characteristics*	Exceeds job expectations	Meets job expectations	Needs improvement in job expectations	Does not apply
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1. Cooperation				
2. Courtesy				
3. Stability				
4. Attendance/Punctuality				
5. Dependability				
6. Flexibility				

*Definitions on Page 3

Please attach additional pages as necessary.

Employee Name:		Date:	
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B. Greatest Strengths: <i>(List the employee's greatest strengths)</i>
C. Suggestions/Recommendations: <i>(List the areas that need improvement.)</i>
D. Performance discussed with employee:
Supervisor's Comments:
Employee's Comments:

Supervisor's Signature:	_____	Date:	_____
Building Administrator's Signature:	_____	Date:	_____
Special Services Supervisor (if applicable)	_____	Date:	_____
Employee Signature:	_____	Date:	_____

copy: Central Office
 Building Administrator/Special Services Director
 Employee

Definition of Terms

OVERALL PERFORMANCE

- | | |
|------------------------------|---|
| 1. Knowledge of Job | Understands the role and context in which one operates |
| 2. Accuracy | Performs job tasks correctly as directed by supervisor |
| 3. Judgment | Uses good decision-making skills |
| 4. Organization/Productivity | Prioritizes work and produce results in a timely manner |
| 5. Verbal Communication | Speaks clearly to others |
| 6. Written Communication | Communicates effectively in writing |

PERSONAL CHARACTERISTICS

- | | |
|---------------------------|---|
| 1. Cooperation: | Works well with others |
| 2. Courtesy | Is polite to others |
| 3. Stability | Manages the challenges of the job |
| 4. Attendance/Punctuality | Arrives on time and works within designated hours |
| 5. Dependability | Completes work tasks with minimum supervision |
| 6. Flexibility | Copes with changes in job tasks |