

Northern California Conference Classified Employee Evaluation Form

For each factor, select the group of words which best describes your judgment of the employee and circle the point value. Include appropriate comments for each section. When you have rated the employee on all factors, add the points and record the total score. Ensure that the employee signs the document indicating receipt of a copy of the evaluation.

Employee Name _____ Job Title _____ Total Points _____

KNOWLEDGE OF JOB Consider extent of person's knowledge of present job. Does he/she know what to do and why? Is he/she on the alert to increase knowledge?	Exceptionally thorough knowledge of work 10	Good knowledge of work 8	Requires considerable coaching 6	Inadequate knowledge of work 4
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Comments _____

QUALITY OF WORK Consider ability to turn out work which meets high quality standards. Consider accuracy and neatness of work, regardless of volume. How frequent and serious are errors?	Highest quality 15	Well done 12	Passable 9	Poor 6
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Comments _____

QUANTITY OF WORK Consider the volume of work produced under normal conditions. Does he/she produce the volume he/she should on each task? Does he/she meet the quantity standards you have set for the job?	Large volume 15	Good volume 12	Below average volume 9	Unsatisfactory volume 6
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Comments _____

ATTENDANCE AND PUNCTUALITY Consider frequency of absences as well as lateness	Record is excellent 10	Occasionally absent or late 8	Frequently absent or late 6	Undependable; absent or late without notice 4
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Comments _____

ATTITUDE Consider attitude toward work, school, and associates, and willingness to work with and for others. Does he/she "pitch in" when needed? Work smoothly with others? Make an effort to understand and observe policies? Is he/she willing to do the less desirable tasks?	Unusually fine attitude 10	Good attitude 8	Passable 6	Poor attitude 4
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Comments _____

JUDGMENT Consider ability to make decisions and to utilize working time to best advantage. Does he/she plan logically plan to get work done in best possible manner? Are all facts obtained before making decisions? Does he/she know when to seek advice? In unusual situations, does he/she act wisely?	Justifies utmost confidence <p style="text-align: center;">10</p>	Applies him/herself well; needs little supervision <p style="text-align: center;">8</p>	Needs frequent checking <p style="text-align: center;">6</p>	Cannot be relied upon; needs constant supervision <p style="text-align: center;">4</p>
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Comments _____

RELIABILITY Consider ability to get work out under pressure, and to follow job through to completion. Can he/she be depended upon to complete assignments satisfactorily and on schedule? Is he/she willing to dig in to meet peak loads? Does he/she retain his/her composure under pressure?	Can always be counted upon <p style="text-align: center;">15</p>	Generally can be counted on <p style="text-align: center;">12</p>	Unpredictable under pressure <p style="text-align: center;">9</p>	"Cracks up" under pressure <p style="text-align: center;">6</p>
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Comments _____

FLEXIBILITY-ADAPTABILITY Consider the speed with which he/she learns and the amount of instruction required to teach him new duties. Does he/she adapt easily to new conditions? Does he/she learn fast and he/she confident of his/her ability to learn? Is he/she willing to try new ideas?	Learns fast <p style="text-align: center;">10</p>	Learns reasonably fast <p style="text-align: center;">8</p>	Slow to learn <p style="text-align: center;">6</p>	Unable to learn <p style="text-align: center;">4</p>
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Comments _____

PERSONAL CHARACTERISTICS Consider appearance, personality, integrity, "housekeeping". Is his/her honesty and integrity beyond reproach? Is he/she capable of properly representing the school over the phone and/or directly with the public? Does he/she dress suitably for the job? Is general impression one of neatness and cleanliness? Does he/she keep his/her desk or work area orderly?	Decidedly favorable <p style="text-align: center;">5</p>	Good <p style="text-align: center;">4</p>	Passable <p style="text-align: center;">3</p>	Generally unsatisfactory <p style="text-align: center;">2</p>
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Comments _____

Signature of Evaluator _____ Date _____

Signature of Employee _____ Date _____

(Signature of employee acknowledges receipt of a copy of this document and does not imply agreement with all statements. The employee may attach a response)

Original to be filed at Northern California Conference
 xc: Employee
 Personnel File