



OPTIONAL CLASSIFIED PERFORMANCE SELF-EVALUATION

Employee Name:		Banner ID:	
Position:		Supervisor:	
Probationary: <input type="checkbox"/> First <input type="checkbox"/> Second Permanent*: <input type="checkbox"/> Scheduled <input type="checkbox"/> Off-Cycle			
<i>*Evaluations for permanent employees are conducted every year.</i>			
Definition of Ratings: (4) Exceeds Expectations (3) Meets Expectations (2) Needs Improvement (1) Unsatisfactory			
PERFORMANCE FACTORS	RATING	COMMENTS	
1. Work Quality: Consider the extent to which work is accurate, neat, well organized, and thorough.			
2. Working Relations: Measurement of ability to work with and through others. Ability to work effectively as part of a group.			
3. Meeting Work Commitments: Extent to which the employee completes work assignments and follows established procedures.			
4. Demonstration of Initiative: Extent to which the employee shows ingenuity in initiating job duties. Readiness to take action.			
5. Dependability and Reliability: Can be relied upon to carry out responsibilities of the position with minimal supervision.			

<p>6. Attendance & Punctuality: Consider the employee's attendance and tardiness.</p>		
<p>7. Safety: Complies with District safety policies and practices. Operates equipment and/or vehicles in a safe manner. Reports any unsafe conditions.</p>		
<p>8. Communication Skills: Ability to get a verbal or written message across in a clear, organized, and appropriate manner. Ability to understand instructions.</p>		