

La Center School District No. 101
 725 Highland Road/PO Box 1840
 La Center, WA 98629
 Phone: 360.263.2131/Fax: 360.263.1140

Performance Evaluation/Classified Employee – EXHIBIT “B”

Name: (Last) (First) (Middle Initial)	Evaluation Type: <input type="checkbox"/> Probation <input type="checkbox"/> Annual <input type="checkbox"/> Change of Status	Job Title/Department:
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Personal Qualities:

1. Cooperation

Frequently causes unrest friction with others. <input type="checkbox"/>	Cooperates reluctantly. <input type="checkbox"/>	Acceptable <input type="checkbox"/>	Cooperates and gets along with others. <input type="checkbox"/>	Exceptionally cooperative <input type="checkbox"/>
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2. Dependability

Cannot be relied on, work must be closely supervised. <input type="checkbox"/>	Needs more supervision than others doing same work. <input type="checkbox"/>	Can be entrusted to do a job with routine supervision. <input type="checkbox"/>	Works well, requires minimal supervision. <input type="checkbox"/>	Justifies utmost confidence carries out work in all details. <input type="checkbox"/>
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3. Adaptability

Has difficulty in making adjustments to new conditions. <input type="checkbox"/>	Has difficulty when shifted to new or different conditions. <input type="checkbox"/>	Satisfactory in new or different conditions. <input type="checkbox"/>	Accepts new or different conditions, adjusts quickly. <input type="checkbox"/>	Highly flexible, can be used effectively on several types of work. <input type="checkbox"/>
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4. Initiative

Lacks initiative, performs only as directed. <input type="checkbox"/>	Rarely show initiative. <input type="checkbox"/>	Shows initiative, makes some suggestions. <input type="checkbox"/>	Is progressive. Uses creative imagination. <input type="checkbox"/>	Initiative results in frequent savings in time and materials. <input type="checkbox"/>
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5. Safety

Often careless of safety of self and others. <input type="checkbox"/>	Occasionally careless of safety of self and others. <input type="checkbox"/>	Follows acceptable safety practices <input type="checkbox"/>	Practices good safety habits <input type="checkbox"/>	Exercises great care and foresees hazards to self and others. <input type="checkbox"/>
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6. Attendance

Undependable <input type="checkbox"/>	Frequently absent <input type="checkbox"/>	Acceptable in attendance <input type="checkbox"/>	Infrequently absent <input type="checkbox"/>	Extremely dependable <input type="checkbox"/>
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7. Punctuality

Undependable <input type="checkbox"/>	Frequently late <input type="checkbox"/>	Acceptable in punctuality <input type="checkbox"/>	Infrequently late <input type="checkbox"/>	Extremely dependable <input type="checkbox"/>
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Evaluator's Comments: _____

Evaluator: _____ Principal or Supervisor: _____

Period of Evaluation: _____ Date of Evaluation: _____

Job Performance:

	Needs Much Improvement	Below Average	Average	Above Average	Out-Standing
1. Job knowledge / skill.					
2. Show interest & pride in work.					
3. Quantity of work.					
4. Quality of work.					
5. Understands & follows district policies, procedures & practices.					
6. Maintains appropriate records and files.					
7. Operation & care of equipment & materials.					
8. Maintains appropriate Confidentiality.					
9. Rapport with students/staff/ others.					

Employee's Comments: _____

Note: Employee comments must be recorded on the original copy and returned to the supervisor within 24 hours from the time of evaluation discussion.

The signature below does not necessarily imply that the employee agrees with the preceding report, but only that s/he has seen and discussed it with the evaluator and/or supervisor.

Employee Signature _____ Date _____

1/ Original to Personnel Office 2/ Employee Copy 3) Supervisor Copy