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:	Evaluation Type:					Job Title/Department:					
(Last)	(First) (M	iddle Initial)	bation	☐ Change of Status							
Personal Qualities: Job Performance:											
 Cooperation 						_					
Frequently causes unrest friction with others.	Cooperates reluctantly.	Acceptable	Cooperates and gets along with others.	Exceptionally cooperative		Needs Much Improvement	Below Average	Average	Above Average	Out- Stand- ing	
2. Dependability					1. Job knowledge / skill.						
Cannot be relied on, work must be closely	Needs more supervision than others doing same	Can be entrusted to do a job with routine	Works well, requires minimal supervision.	Justifies utmost confidence carries out	Show interest & pride in work. Quantity of						
supervised.	work.	supervision.		work in all details.	work.						
3. Adaptability					4. Quality of work.						
Has difficulty in making adjustments to new conditions.	Has difficulty when shifted to new or different conditions.	Satisfactory in new or different conditions.	Accepts new or different conditions, adjusts quickly.	Highly flexible, can be used effectively on several types of work. □	Understands & follows district policies,						
4. Initiative					procedures & practices. 6. Maintains						
Lacks initiative, performs only as directed.	Rarely show initiative.	Shows initiative, makes some suggestions.	Is progressive. Uses creative imagination.	Initiative results in frequent savings in time and materials.	appropriate records and files.						
5. Safety					7. Operation & care of equipment &						
Often careless of safety of self and others.	Occasionally careless of safety of self and others.	Follows acceptable safety practices	Practices good safety habits	Exercises great care and foresees hazards to self and others.	materials. 8. Maintains appropriate						
6. Attendance					Confidentiality. 9. Rapport with students/staff/						
Undependable	Frequently absent	Acceptable in attendance	Infrequently absent	Extremely dependable	others.						
7. Punctuality											
Undependable	Frequently late	Acceptable in punctuality	Infrequently late	Extremely dependable	Employee's Com	Employee's Comments:					
Evaluator's Comments: Note: Employee comments must be recorded on the or and returned to the supervisor within 24 hours from the								ne original	сору		
					evaluation discus		within 24	nours trom	i the time	UI	
Evaluator: Principal or Supervisor:						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.					
Period of Evaluation: Date of Evaluation:											
1/ Original to Personnel Office 2/ Employee Copy 3) Supervisor Copy						ure			Date		

Created on 5/1/2008 8:53 AM Page 1 of 1