

*TEHAMA COUNTY DEPARTMENT OF EDUCATION
Office Technical Unit & Confidential Employee & Classified Management
Performance Evaluation Report*

Employee Name: _____ Position: _____ Date of Evaluation: _____

Years in this position: _____ Years at TCDE: _____ Supervisor: _____

Employee Status: Permanent Temporary Probationary 2 months
 5 months

Others contributing to this report: _____

QUALITY OF WORK: Indicates the overall degree of excellence of the work for the entire period being rated.

	<u>Unsatisfactory</u>	<u>Needs Improvement</u>	<u>Satisfactory</u>	<u>Above Average</u>	<u>Excellent</u>
Accuracy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Neatness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thoroughness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Efficiency/Timeliness/Volume Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

STRONGEST ASSETS/CONCERNS: _____

KNOWLEDGE OF WORK: Indicates how completely the employee possesses information pertinent to the performance of the work.

	<u>Unsatisfactory</u>	<u>Needs Improvement</u>	<u>Satisfactory</u>	<u>Above Average</u>	<u>Excellent</u>
Knowledge of rules & procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planning & organizing abilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Training & instruction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

STRONGEST ASSETS/CONCERNS: _____

WORK ATTITUDE & HABITS: Indicates the employee's level of dependability, conscientiousness, and responsibility.

	<u>Unsatisfactory</u>	<u>Needs Improvement</u>	<u>Satisfactory</u>	<u>Above Average</u>	<u>Excellent</u>
Addresses growth goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attitude toward job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flexibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Follows directions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Judgment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety consciousness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

STRONGEST ASSETS/CONCERNS: _____

ATTITUDE TOWARDS OTHERS: Indicates how pleasantly this employee works with others.

	<u>N/A</u>	<u>Unsatisfactory</u>	<u>Needs Improvement</u>	<u>Satisfactory</u>	<u>Above Average</u>	<u>Excellent</u>
Pupil contacts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee contacts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public contacts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates team effort	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

STRONGEST ASSETS/CONCERNS: _____

EVALUATION SUMMARY

Please check the statement below that best describes the employee, considering all of the qualities you have rated on the first page of this evaluation form and any other qualities the employee may possess that affect the employee's general value to the organization.

An exceptional employee; one of the best in this type and class of work I have ever known.....

Stands out clearly as superior to the general group of employees doing work of the same general type and class.....

A satisfactory employee; well fitted to this work.....

A satisfactory employee.....

A satisfactory employee who, although not demonstrating average performance at this time, may be capable of such with added experience, proper guidance, and/or diligent effort.....

Serious weakness in work efficiency or attitude, or both, make it doubtful whether this employee will be satisfactory in this work.....

I believe this employee to be definitely unsuited to this work, and probably unsuited to any work in the division in which now employed.....

FOR PROBATIONARY EMPLOYEES ONLY:

Do you feel that this employee should be recommended for permanent status? Yes
No
N/A at this time

Record progress achieved in attaining previously set goals for improved work performance: _____

Record specific goals to be undertaken during the next evaluation period: _____

GENERAL COMMENTS BY SUPERVISOR(S) SHOULD BE MADE ON AN ATTACHED SHEET.

Supervisor's Name: _____ Supervisor's Signature: _____
(Please print or type)

Title: _____ Date: _____

THIS EVALUATION WILL BE PLACED IN THE EMPLOYEE'S PERSONNEL FILE. THE EMPLOYEE HAS THE RIGHT TO RESPOND ON A SEPARATE SHEET TO BE ATTACHED TO THIS EVALUATION.

Employee's Signature: _____ Date: _____

This signature indicates that the employee has seen and discussed the evaluation report. It does not necessarily indicate complete agreement with all factors of the evaluation.

I request an appointment to discuss this evaluation report at the next administrative level.