



**Wendell School District #232  
Classified Evaluation Model 2018-2019**



<b>Employee Name:</b>		<b>Title: Classified</b>		
<b>School: Wendell</b>		<b>Date:</b>		
The employee's supervisor will complete this evaluation form each year, after observing the Disposition and Performance competencies during the school year. Descriptors are used to depict what the truest statement of the employee's performance includes.				
<b>LEVELS FOR ASSESSING PERFORMANCE</b> (Satisfactory, Needs Improvement, Unsatisfactory, Not Observed)				
Satisfactory (S) – The employee frequently demonstrates the required skill. Need Improvement (NI) – The employee demonstrates the required skill but needs improvement. Unsatisfactory (U) – The employee irregularly or rarely demonstrates the required skill. Not Observed (NO) - Skill was not observed.				
<b>Principle # 1</b>	<b>Satisfactory</b>	<b>Needs Improvement</b>	<b>Unsatisfactory</b>	<b>Not Observed</b>
Quality of Work: (Consider accuracy, neatness, completeness, thoroughness of work performed.)				
<b>Principle # 2</b>	<b>Satisfactory</b>	<b>Needs Improvement</b>	<b>Unsatisfactory</b>	<b>Not Observed</b>
Quantity of Work: (Consider amount of work produced and the ability to complete it in a timely manner.)				
<b>Principle # 3</b>	<b>Satisfactory</b>	<b>Needs Improvement</b>	<b>Unsatisfactory</b>	<b>Not Observed</b>
Positive Attitude: (Consider employee's adaptability, attitude, and willingness to be flexible.)				
<b>Principle # 4</b>	<b>Satisfactory</b>	<b>Needs Improvement</b>	<b>Unsatisfactory</b>	<b>Not Observed</b>
Knowledge/Skills: (Consider whether employee has sufficient knowledge and skills to effectively perform job responsibilities.)				
<b>Principle # 5</b>	<b>Satisfactory</b>	<b>Needs Improvement</b>	<b>Unsatisfactory</b>	<b>Not Observed</b>
Attendance/Punctuality: (Consider attendance, including whether employee appropriately utilizes the district leave policies and the timeliness of employee's arrival and departure.)				
<b>Principle # 6</b>	<b>Satisfactory</b>	<b>Needs Improvement</b>	<b>Unsatisfactory</b>	<b>Not Observed</b>
Responsibility/Dependability: (Consider employee's ability to plan, and effectively complete work responsibilities in a timely manner.)				
<b>Principle # 7</b>	<b>Satisfactory</b>	<b>Needs Improvement</b>	<b>Unsatisfactory</b>	<b>Not Observed</b>

Use of Time: (Consider employee's ability to plan, and effectively complete work responsibilities in a timely manner.)				
<b>Principle # 8</b>	<b>Satisfactory</b>	<b>Needs Improvement</b>	<b>Unsatisfactory</b>	<b>Not Observed</b>
Cooperation: (Consider employee's ability to work directly or indirectly with others.)				
<b>Principle # 9</b>	<b>Satisfactory</b>	<b>Needs Improvement</b>	<b>Unsatisfactory</b>	<b>Not Observed</b>
Initiative: (Consider amount of guidance required, resourcefulness, use of own ideas and procedures.)				
<b>Principle # 10</b>	<b>Satisfactory</b>	<b>Needs Improvement</b>	<b>Unsatisfactory</b>	<b>Not Observed</b>
Interpersonal or Professional Relationships: (Consider tact, courtesy, self-control, patience and respect for others and willingness to offer assistance to other employees.)				
<b>Principle # 11</b>	<b>Satisfactory</b>	<b>Needs Improvement</b>	<b>Unsatisfactory</b>	<b>Not Observed</b>
Acceptance of Constructive Criticism: (Consider employee's ability to discuss, and modify conduct upon receiving directives and feedback from supervisor.)				
<b>Principle # 12</b>	<b>Satisfactory</b>	<b>Needs Improvement</b>	<b>Unsatisfactory</b>	<b>Not Observed</b>
General Appearance and Personal Grooming: (Consider appropriateness of employee's appearance.)				
<b>Comments:</b>				

<b>Overall Evaluation:</b>	<b>Satisfactory</b>	<b>Needs Improvement</b>	<b>Unsatisfactory</b>
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<b>Signature of Employee:</b>	<b>Date:</b>
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<b>Signature of Supervisor:</b>	<b>Date:</b>
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\*\*My signature above indicates that the contents of this evaluation have been review with me. It does not necessarily indicate agreement with the finding.  
(The employee may attach a statement to clarify or give additional informatio concernig this evaluation.)