

**San Marino Unified School District
Classified Personnel Performance Report**

Name: _____ Classification: _____

Location: _____ Date due: _____

- Probation Permanent Promotion Unscheduled

I. Performance Dimensions: Check the phrases in each column that most nearly describe the employee's performance over the period covered by the evaluation.

1. QUALITY OF WORK consists of the neatness and correctness with which duties are performed.

A. NEATNESS

- Work was consistently presentable
- Work was occasionally unacceptable or needed to be done over
- Work was often unacceptable or needed to be done over

B. CORRECTNESS

- Work was consistently correctly done
- Work was acceptable quality
- Work contained numerous errors

Comments:

2. JOB KNOWLEDGE Consists of the job information, application of correct and efficient methods, and skills the employee has for satisfactory performance.

A. JOB INFORMATION

- All phases of job were completely understood.
- Most common phases of job were understood
- Knowledge about key aspects of job was inadequate.

B. METHODS

- Consistently applied sound, effective and efficient methods in performance of work; work completed sooner than expected.
- Methods used were typically effective, and efficient; work done in allotted time.
- Methods were occasionally ineffective, or inefficient; some delay in completing work.
- Methods used in performing work were sufficiently ineffective or inefficient that it frequently took too long to complete work.

C. SKILLS

- Possessed all needed skills at level of job requirements.
- Most skills satisfactory, some need improvement.
- One or more needed skills were absent or below acceptable.

Comments:

3. ATTENDANCE AND PUNCTUALITY Consist of being at work on time.

A. ATTENDANCE

- Attendance was perfect or nearly so
- Attendance was satisfactory; work was not adversely affected by absences.
- Attendance was marked by one or two extensive absences During the period of evaluation. Reason:
- Absences were excessive; more than ten (10) instances of one or more days absence on annualized basis during evaluation period; work suffered.

B. PUNCTUALITY

- Consistently at work by time workday starts.
- Frequency of tardiness was a cause for concern and could stand improvement.
- Frequently not at work on time adversely affecting job performance.

Comments:

4. WORK CHARACTERISTICS are initiative and resourcefulness, adaptability to stress or change, attitude and ability to prioritize.

A. INITIATIVE AND RESOURCEFULNESS

- Independently identified needs and problems were solved; was a self-starter.
- Employee typically initiated required action and solved problems independently.
- Needs were overlooked or assistance was required

B. ADAPTABILITY TO STRESS OR CHANGE

- Stress or change were consistently dealt with satisfactorily
- Employee usually kept his/her composure.
- Stressful situations or change were met with other ineffective behavior.

C. ATTITUDE

- Positive feeling about work was presented to others consistently.
- Positive attitude typically displayed; job dissatisfaction seldom apparent.
- Periodic display of negative attitude to others.
- Negative or hostile attitude was displayed; Consistent dissatisfaction with or open dislike for job was apparent.

D. PRIORITIZING

- Prioritized so that most important things always get done; changing demands were typically met.
- Prioritizing occasionally neglected, resulting in important tasks not being completed
- Ineffective prioritizing frequently resulted in tasks not being completed.

Comments:

5. WORKING RELATIONSHIPS are the courtesy and tact, discretion, and effective oral communication that an employee displays at work.

A. COURTESY AND TACT

- Courtesy and tact were consistently demonstrated to an exceptional degree.
- Courtesy and tact were usually displayed toward others.
- Some comments or actions offended others.
- Behavior often seen as tactless or discourteous; others often choose to "avoid" rather than deal with.

B. DISCRETION

- There were no known violations of job related confidentiality, nor other inappropriate discussions of job matters
- There were no serious violations of confidentiality
- There was evidence that required confidentiality and was not observed.

C. ORAL COMMUNICATION

- Communicated very effectively orally, attention to other speaker was apparent.
- Usually seen as attentive; oral communication got the job done.
- Talked too much or not enough to get the job done.

Comments:

6. DEPENDABILITY is getting required work done with a minimum of supervision following oral and written instructions.

A. SUPERVISION REQUIRED

- Absolute minimum of supervision was required.
- Very little supervision was required to ensure that work was completed.
- Supervision was often required in order to get assigned work done.

B. FOLLOWING ORAL AND WRITTEN INSTRUCTIONS

- Instructions consistently followed, employee typically needed instructions only once.
- Instructions were followed with minimal repetition necessary; few errors.
- Instructions occasionally not followed and/or needed frequently to be repeated.

Comments:

7. USE AND CARE OF EQUIPMENT is the correct operation and maintenance of equipment expected of employee using it.
(NOTE: Evaluator may wish to indicate kinds of equipment)

A. OPERATION AND MAINTENANCE

- Equipment was used with appropriate care and maintenance resulting in superior work product and prolonged equipment life.

- Normal and reasonable good judgment was exercised, equipment was not abused.

- Assigned equipment was used careless resulting in poorer work product and costly maintenance.

Comments:

8. SAFETY AND SANITATION consists of safety practices and also includes proper sanitation procedures and personal hygiene.

A. SAFETY PRACTICES

- Safe working procedures were followed, potential hazards were handled effectively; had accident free history.
- Generally followed safe working procedures; some minor accidents; occasionally took potentially unsafe shortcuts
- Did not follow safe working procedures; had frequent accidents; inappropriate actions were taken in emergency situations.

B. SANITATION

- Consistently used approved sanitation procedures; spotted unsanitary conditions and sought to correct.
- Sanitation practices inconsistent; care needs to be taken to keep standards consistently satisfactory.
- Sanitation practices and procedures were not followed at acceptable level.

C. PERSONAL HYGIENE

- Was always neat, and clean and well groomed.
- Usually was clean and adequately groomed.
- Poor grooming habits.

Comments:

II. SUMMARY RATING: Check one of the following:

- Meets standards
- Requires improvement

For probationary employees ONLY

- I DO
- I DO NOT recommend this employee be granted permanent status

EMPLOYEE COMMENTS (If desired):

