



**Palisades Charter High School Classified Evaluation** Employee Name: \_\_\_\_\_

Permanent     Probationary     Mid Year     End of year    Department: \_\_\_\_\_

Position Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_

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

1. **QUALITY OF WORK** consists of the productivity and accuracy with which duties are performed.

**A. NEATNESS**

- Work was exemplary
- Work was acceptable
- Work was often un-presentable or below expectations

**B. PRODUCTIVITY**

- Made effective use of time; met deadlines
- Usually made good use of time; met most deadlines
- Made poor use of time; frequently missed deadlines

**C. ACCURACY**

- Work completed correctly
- Work of acceptable quality; mistakes limited in number
- Work contained numerous errors

Comments:

\_\_\_\_\_

Employee Goals:

\_\_\_\_\_

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

**A. JOB DESCRIPTION**

- Tasks performed exceeded the guidelines of the job description
- Tasks performed met the guidelines of the job description
- Tasks performed usually met the guidelines of the job description
- Tasks performed usually did not met the guidelines of the job description

**B. UNDERSTANDING**

- All elements of job understood
- Major elements of job understood
- Most common elements of the job were understood; understanding of some elements was incomplete
- Understanding of key aspects of the job was inadequate

**C. Work Strategy**

- Strategies were effective and efficient
- Most strategies were effective; usually completed in the allotted time
- Strategies were ineffective or inefficient

**D. SKILLS**

- Required skills were exceptional
- Required skills were acceptable
- Most skills were satisfactory. Some needed improvement
- Needed skills were absent or below an acceptable level

Comments:

\_\_\_\_\_

Employee Goals:

\_\_\_\_\_



## Palisades Charter High School Classified Evaluation

Employee Name: \_\_\_\_\_

3. **ATTENDANCE AND PUNCTUALITY** consists of being at work on time.

Attendance:      Days out: \_\_\_\_\_      Days Tardy/Late: \_\_\_\_\_

### A. ATTENDANCE

- Attendance was exemplary
- Absences were satisfactory
- Absences were unsatisfactory

### B. PUNCTUALITY

- Reported to work on time
- Usually on time
- Frequently tardy

### C. ADHERENCE TO WORK SCHEDULE

- Always followed established work schedule
- Occasionally extended work break(s) or left work early
- Frequently extended work break(s) or left work early

Comments:

---

Employee Goals:

---

4. **WORK CHARACTERISTICS** are initiative and resourcefulness, adaptability, attitude and ability to prioritize.

### A. INITIATIVE AND RESOURCEFULNESS

- Needs were identified and problems were solved
- Proactive planning ahead, instructions occasionally
- Needs were overlooked and problems not addressed
- Assessing and restructuring work to be more efficient

### B. ADAPTABILITY

- Accepted new ideas readily; was flexible in making changes
- Adapted to change, but with some reservations
- Refused to accept new ideas and changes readily

### C. SUPERVISION REQUIRED

- Supervision seldom required
- Minimal supervision required
- Frequently supervision needed to get assigned work completed
- Constant supervision required

### D. FOLLOWING ORAL AND WRITTEN INSTRUCTIONS

- Written and oral instructions were easily understood/ implemented
- Instructions were followed; repeating of instructions occasionally necessary
- Instructions were followed with errors; repeating of instructions was frequently necessary
- Instructions were not followed and needed to be repeated frequently

Comments:

---

Employee Goals:

---



**Palisades Charter High School Classified Evaluation** Employee Name: \_\_\_\_\_

**5. INTERPERSONAL RELATIONSHIPS** are the courtesy, professional behavior, discretion, effective communication and positive relationships that an employee displays at work.

**A. COURTESY AND PROF. BEHAVIOR**

- Courtesy and professional behavior were demonstrated
- Courtesy and professional behavior were usually displayed; occasional confidentiality lapses were demonstrated
- Behavior often seen as unprofessional or discourteous; had difficulty dealing with others

**B. COMMUNICATION**

- Communicated effectively with staff, students or others
- Usually communicated well with staff, students or others
- Was often ineffective in communicating with staff, students or others

**C. RELATIONSHIPS WITH CO-WORKERS**

- Demonstrated ability to work as an active, positive team member
- Was unwilling to work as an effective team member
- Passive

**D. CONFIDENTIALITY**

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

Comments: \_\_\_\_\_

Employee Goals: \_\_\_\_\_

**6. PERSONAL APPEARANCE** consists of the personal appearance of the employee.

- Employee dressed appropriately for the work place
- Employee at times dressed inappropriately for the work place

Comments: \_\_\_\_\_

Employee Goals: \_\_\_\_\_

**7. WORKSTATION EFFICIENCY** consists of orderliness and organization of the workstation.

- Work station was always orderly and organized for efficiency
- Some untidiness and disorganization evident which resulted in some inefficiency
- Work station usually appeared untidy and disorganized which led to inefficiency

Comments: \_\_\_\_\_

Employee Goals: \_\_\_\_\_

**8. USE OF EQUIPMENT** is the correct operation and maintenance of equipment expected of employee (Note: Evaluator may wish to indicate types of equipment).

- Employee displayed knowledge of use and maintenance of equipment
- Assigned equipment used carelessly or inappropriately

Comments: \_\_\_\_\_

**9. SAFETY PRACTICES**

- Safe working procedures were followed, positional hazards were corrected
- Generally followed safe working procedures
- Did not follow safe working procedures
- Failure to follow safe working procedures resulted in injury

Comments: \_\_\_\_\_



**Palisades Charter High School Classified Evaluation** Employee Name: \_\_\_\_\_

**10. SANITATION**

- Used approved sanitation procedures; unsanitary conditions were corrected and reported
- Sanitation procedures and practices were at an acceptable level
- Sanitation practices and procedures were not followed
- Not applicable to this employee

Comments:

**11. FOR PARAPROFESSIONALS ONLY:**

**A. LEARNING ENVIRONMENT**

- Worked well with all students to meet their needs
- Worked well with some students to meet their needs
- Did not work well with students

**B. MOTIVATION**

- Used positive reinforcements with students; motivated and encouraged students to achieve
- At times used positive reinforcement with students; inconsistent in encouragement of students
- Little or no use of positive reinforcement or encouragement to succeed

**C. STUDENT CONTROL**

- demonstrated consistency in assisting the teacher to maintain and control classroom behavior
- Demonstrated some ability to assist teacher to maintain and control classroom behavior, but waited for teacher to direct before taking action
- Was not able to maintain and control classroom behavior

Comments:

Employee Goals:

**For Probationary Employees Only:**

\*Probationary PESPU Union employees are granted permanent status after successful completion of a 1 (one) year probationary period.

- This employee has made satisfactory progress during their probationary period.
- Improvement Plan \_\_\_\_\_
- This employee is not meeting the required standards of the Palisades Charter High School and is not recommended for continued employment.



**Palisades Charter High School Classified Evaluation** Employee Name: \_\_\_\_\_

**OVERALL EMPLOYEE RATING SUMMARY:** This general rating is one which best describes the overall performance of the employee.

- The overall performance exceeds the standards and requirements of Palisades Charter High School.
- The overall performance is acceptable and meets the standards and requirements of Palisades Charter High School.
- The overall performance needs improvement and is deficient in meeting the requirements of Palisades Charter High School.\*

\*A Professional Improvement Plan has been provided to the employee and is attached.

---

**RECOMMENDATIONS AND COMMENDATIONS:**

---

**AREA FOR IMPROVEMENT/RECOMMENDATIONS** (Include explanation of any rating other than the first or second boxes selected in any category. Use additional page, if necessary).

---

**GOAL SETTING**

---

**EMPLOYEE COMMENTS**



**Palisades Charter High School Classified Evaluation** Employee Name: \_\_\_\_\_

A signature on this performance appraisal does not mean that the employee agrees with the opinions expressed, but merely indicates that the employee has read the performance appraisal and has been given the opportunity to discuss, comment and react by written response within ten working days.

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Supervisor/Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Determination of Objectives Date: \_\_\_\_\_ Evaluation Conference Date: \_\_\_\_\_

**IMPROVEMENT PLAN: (If applicable)** *Areas for Improvement: Identify by Major Categories*

**USE OF EQUIPMENT:** *For Safety or Sanitation Must be corrected within 10 working days*

\_\_\_\_\_  
\_\_\_\_\_

**SPECIFIC SKILLS/KNOWLEDGE NECESSARY TO CORRECT AREA(S) FOR IMPROVEMENT:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Timeline for completing (no more than 60 days): \_\_\_\_\_

Date for follow-up evaluation for progress to remedy: \_\_\_\_\_

Employee Comments:  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Employee Date

\_\_\_\_\_  
Signature of Evaluator Date