

<b>PERRIS ELEMENTARY SCHOOL DISTRICT</b> <b>CLASSIFIED PERSONNEL</b> <b>PERFORMANCE EVALUATION</b>		PERFORMANCE RATING			Employee Name:
		Meets Expectations	Needs Improvement*	Unsatisfactory*	Job Title:
<b>I. PERSONAL QUALIFICATIONS</b> 1. Attendance demonstrates commitment to job. 1. 2. Adheres to arrival, rest period(s) and departure time. 2. 3. Maintains appropriate appearance. 3. 4. Displays tact, courtesy and positive attitude. 4.					Location:
					Rating Period: _____ to _____
<b>II. EFFECTIVENESS</b> 5. Complies with procedures, instruction, rules, regulations, and District policies. 5. 6. Maintains a high quality of work standard. 6. 7. Relates well to students, staff and public. 7. 8. Performs job responsibility. 8. 9. Works effectively with staff. 9. 10. Accepts and implements suggestions, new ideas, change. 10. 11. Works independently. 11. 12. Solves problems and exercises initiative appropriately. 12. 13. Organizes and uses time efficiently. 13. 14. Is neat in completing tasks. 14. 15. Communicates effectively with students and staff supervisor. 15. 16. Respects the worth and dignity of the individual pupil and fellow staff members. 16.					<b>Status:</b> Prob. ____ 2 Mo. ____ 5 Mo. ____ Annual ____ Special ____  For probationary employee only: Do you feel the this employee should be recommended for permanent status?  Yes _____ No _____  Comments: _____  General Comments and Commendations by Supervisor: (Principal, Department Head, etc.)
<b>*NOTE:</b> All ratings other than Meets Expectations REQUIRE comments by rater. Attach additional sheets as needed.  My signature does not necessarily mean I am in agreement with this evaluation. I have the right to submit written comments to the Personnel Office within ten (10) days.					
Signature of Employee _____ Date _____		Signature of Administrator/Supervisor _____ Date _____			
Reviewed by: _____		Date: _____			