CLASSIFIED EMPLOYEE

SUMMATIVE EVALUATION

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employee: |       |  | Assignment: |       |
| Employee ID #: |       |  | Date: |       |
| School/Department: |       |  | School Year: |       |

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| SUMMATIVE EVALUATION PRE-CONFERENCETo be completed before employee conference |
| **1** | Sources of evidence: A minimum of 2 sources of evidence must be used in the evaluation[ ]  Work observation[ ]  Information from others (phone calls, emails, letters, discussions, etc.)[ ]  Department checklist or inventory[ ]  Survey data[ ]  Data (work order, etc. specify in comments box)[ ]  Evidence unique to department and/or employee (specify in comments box)[ ]  Other (specify in comments box)Optional Comments:       |
| **2** | Review of prior evaluations[ ]  No or Not Applicable (comments required)[ ]  Yes (comments optional) | Comments:        |
| PLAN |
| **3** | (P.1) Works with co-workers and supervisor/s to plan for implementation of department vision and goals |
|  | [ ]  Ineffective[ ]  Moderately Effective[ ]  Effective[ ]  Highly Effective | Optional Comments:       |
| **4** | (P.2) Plans and organizes to manage work tasks efficiently |
|  | [ ]  Ineffective[ ]  Moderately Effective[ ]  Effective[ ]  Highly Effective | Optional Comments:       |
| **5** | (P.3) Maximizes the use of district resources through effective planning |
|  | [ ]  Ineffective[ ]  Moderately Effective[ ]  Effective[ ]  Highly Effective | Optional Comments:       |
| DO |
| **6** | (D.1) Demonstrates and performs essential job functions with minimal instruction  |
|  | [ ]  Ineffective[ ]  Moderately Effective[ ]  Effective[ ]  Highly Effective | Optional Comments:       |
| **7** | (D.2) Shows initiative and interest in work projects |
|  | [ ]  Ineffective[ ]  Moderately Effective[ ]  Effective[ ]  Highly Effective | Optional Comments:       |
| **8** | (D.3) Completes work in a timely manner |
|  | [ ]  Ineffective[ ]  Moderately Effective[ ]  Effective[ ]  Highly Effective | Optional Comments:       |
| **9** | (D.4) Uses resources and equipment in a safe and appropriate manner |
|  | [ ]  Ineffective[ ]  Moderately Effective[ ]  Effective[ ]  Highly Effective | Optional Comments:       |
| **10** | (D.5) Demonstrates flexibility and good judgment in handling daily routines and emergencies |
|  | [ ]  Ineffective[ ]  Moderately Effective[ ]  Effective[ ]  Highly Effective | Optional Comments:       |
| CHECK |
| **11** | (C.1) Performs work with accuracy and neatness |
|  | [ ]  Ineffective[ ]  Moderately Effective[ ]  Effective[ ]  Highly Effective | Optional Comments:       |
| **12** | (C.2) Seeks and uses feedback to guide adjustments for continuous improvement |
|  | [ ]  Ineffective[ ]  Moderately Effective[ ]  Effective[ ]  Highly Effective | Optional Comments:       |
| **13** | (C.3) Consistently follows up on requests to ensure problems are solved and needs are met |
|  | [ ]  Ineffective[ ]  Moderately Effective[ ]  Effective[ ]  Highly Effective | Optional Comments:       |
| **14** | (C.4) Communicates with supervisor regularly to evaluate performance and project management |
|  | [ ]  Ineffective[ ]  Moderately Effective[ ]  Effective[ ]  Highly Effective | Optional Comments:       |
| ENVIRONMENT |
| **15** | (E.1) Maintains a safe and orderly work area |
|  | [ ]  Ineffective[ ]  Moderately Effective[ ]  Effective[ ]  Highly Effective | Optional Comments:       |
| **16** | (E.2) Fosters a productive environment through effective time management, organization, and appropriate allocation of resources |
|  | [ ]  Ineffective[ ]  Moderately Effective[ ]  Effective[ ]  Highly Effective | Optional Comments:       |
| **17** | (E.3) Maintains professional appearance appropriate to duties, tasks, job description, and department expectations |
|  | [ ]  Ineffective[ ]  Moderately Effective[ ]  Effective[ ]  Highly Effective | Optional Comments:       |
| **18** | (E.4) Fosters an environment where employees are positive and respectful |
|  | [ ]  Ineffective[ ]  Moderately Effective[ ]  Effective[ ]  Highly Effective | Optional Comments:       |
| PROFESSIONALISM |
| **19** | (PRO.1) Engages in self-reflection and professional learning for continuous growth and expertise |
|  | [ ]  Ineffective[ ]  Moderately Effective[ ]  Effective[ ]  Highly Effective | Optional Comments:       |
| **20** | (PRO.2) Collaborates and cultivates positive productive relationships with supervisors, co-workers, school staff, students, and community |
|  | [ ]  Ineffective[ ]  Moderately Effective[ ]  Effective[ ]  Highly Effective | Optional Comments:       |
| **21** | (PRO.3) Approaches challenges and changes positively |
|  | [ ]  Ineffective[ ]  Moderately Effective[ ]  Effective[ ]  Highly Effective | Optional Comments:       |
| **22** | Adheres to all school, district, and state policies and procedures with consistency. |
|  | [ ]  No (comments required)[ ]  Yes (comments optional) | Comments:        |
| **23** | Commendations, Recommendations, Other:       |
| SUMMATIVE EVALUATION CONFERENCETo be completed with employee |
| PROFESSIONAL GROWTH PLAN: |
| **24** | Training or Professional Development Review[ ]  Complete | Optional Comments:       |
| **25** | Professional Contributions [ ]  Complete | List:       |
| **26** | (PRO.4) Makes professional contributions to department and/or school community |
|  | [ ]  Ineffective[ ]  Moderately Effective[ ]  Effective[ ]  Highly Effective | Optional Comments:       |
| REVIEW OF GOALS |
| **Performance Goal #1** | [ ]  No progress toward goal | [ ]  Progress made toward goal | [ ]  Met goal |
| **Performance Goal #2** | [ ]  No progress toward goal | [ ]  Progress made toward goal | [ ]  Met goal |

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| *Employee Signature* | *Date* |  | *Supervisor Signature* | *Date* |