

**ANAHEIM UNION HIGH SCHOOL DISTRICT CLASSIFIED PERSONNEL DEPARTMENT
PERFORMANCE EVALUATION REPORT**

CLICK AND ENTER DATA IN THE APPROPRIATE AREAS (DOUBLE CLICK SHADED BOXES)

Employee Name:		Employee Status:		Location Name:	
Class Title:		Social Security No:		Due Date:	
		Location		If Unscheduled Report, Mark Here <input type="checkbox"/>	
A	B	C	D	E	
Not Satisfactory	Requires Improvement	Effectively Meets Standards	Exceeds Standards	<p align="center">SECTION A</p> <p>Factor Check List: Immediate supervisor must mark each factor in the appropriate column.</p>	
				Probationary Regular: <input type="checkbox"/> 3 months <input type="checkbox"/> 5 months Probationary Administrator: <input type="checkbox"/> 4 months <input type="checkbox"/> 8 months <input type="checkbox"/> 11 months Permanent Classified Employee: <input type="checkbox"/> Bi-Annual Report	
				Does not apply SECTION B: Record job STRENGTHS and superior performance.	
				See Appendix A, Section B	
				1. Observance of work hours	
				2. Attendance	
				3. Grooming and dress	
				4. Compliance with rules	
				5. Safety practices	
				6. Public contacts	
				7. Pupil contacts	
				SECTION C: Record PROGRESS ACHIEVED in attaining previously set goals for improved work performance for personal or job qualifications.	
				8. Employee contacts	
				9. Knowledge of work	
				10. Work judgments	
				11. Planning and organization	
				12. Job skill level	
				SECTION D: Record specific GOALS or IMPROVEMENT PROGRAMS to be undertaken during next evaluation period.	
				13. Quality of work	
				14. Volume of acceptable work	
				15. Meeting deadlines	
				16. Accepts responsibility	
				17. Accepts direction	
				18. Accepts change	
				SECTION E: Specify work performance deficiencies or job behavior requiring improvement or correction. Explain checks in column A & B.	
				19. Effectiveness under stress	
				20. Operation, care of equipment	
				21. Work coordination	
				22. Initiative	
ADDITIONAL FACTORS					
				EVALUATION SUMMARY Mark overall performance <input type="checkbox"/> Not satisfactory <input type="checkbox"/> Requires improvement <input type="checkbox"/> Effective-meets standards <input type="checkbox"/> Exceeds Standards	
				Comments:	
FACTORS FOR SUPERVISORS					
				23. Planning and organizing	
				24. Scheduling and coordinating	
				25. On the job training	
				26. Productivity	
				27. Evaluating subordinates	
				28. Judgments and decisions	
				29. Leadership	
				30. Operational economy	
				31. Supervision	
ADDITIONAL FACTORS					
				<input type="checkbox"/> A response will be made (by mutual agreement) on (Date): <input type="checkbox"/> A response was submitted on (Date): <input type="checkbox"/> No response	
				Employee Signature:	
				Date:	

DISTRIBUTION: Personnel (original), Employee (copy), Supervisor, Principal, or Administrator (copy)

Appendix A

Employee Name:	Location:	Date Due:
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SECTION B: Record job STRENGTHS and superior performance.

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SECTION C: Record PROGRESS ACHIEVED in attaining previously set goals for improved work performance for personal or job qualifications.

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SECTION D: Record specific GOALS or IMPROVEMENT PROGRAMS to be undertaken during next evaluation period.

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SECTION E: Specify work performance deficiencies or job behavior requiring improvement or correction.

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