

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

CLICK AND ENTER DATA IN THE APPROPRIATE AREAS

| | | | | | | | | | | | | | |
|--------------------------------|--------------------------|-----------------------------|--------------------------|--|--|--|--|-----------------------------------|---|----------|---------------|---|--|
| Employee Name: | | | | Employee Status: | | | | Location Name: | | | | | |
| Class Title: | | | | Employee ID #: | | | | Due Date: | | Location | | If Unscheduled Report, Mark Here <input type="checkbox"/> | |
| A | B | C | D | SECTION A Factor Check List: Immediate supervisor must mark each factor in the appropriate column. | | | | E Does not apply | | | | | |
| Not Satisfactory | Requires Improvement | Effectively Meets Standards | Exceeds Standards | | | | | | | | | | |
| | | | | 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 | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Observance of work hours | | | | <input type="checkbox"/> | SECTION B: Record job STRENGTHS and superior performance. | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Attendance | | | | <input type="checkbox"/> | -See Appendix A, Section B | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. Grooming and dress | | | | <input type="checkbox"/> | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. Compliance with rules | | | | <input type="checkbox"/> | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5. Safety practices | | | | <input type="checkbox"/> | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6. Public contacts | | | | <input type="checkbox"/> | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7. Pupil contacts | | | | <input type="checkbox"/> | SECTION C: Record PROGRESS ACHIEVED in attaining previously set | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 8. Employee contacts | | | | <input type="checkbox"/> | goals for improved work performance for personal or job qualifications. | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 9. Knowledge of work | | | | <input type="checkbox"/> | -See Appendix A, Section C | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 10. Work judgments | | | | <input type="checkbox"/> | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 11. Planning and organization | | | | <input type="checkbox"/> | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 12. Job skill level | | | | <input type="checkbox"/> | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 13. Quality of work | | | | <input type="checkbox"/> | SECTION D: Record specific GOALS or IMPROVEMENT PROGRAMS | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 14. Volume of acceptable work | | | | <input type="checkbox"/> | to be undertaken during next evaluation period. | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 15. Meeting deadlines | | | | <input type="checkbox"/> | -See Appendix A, Section D | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 16. Accepts responsibility | | | | <input type="checkbox"/> | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 17. Accepts direction | | | | <input type="checkbox"/> | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 18. Accepts change | | | | <input type="checkbox"/> | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 19. Effectiveness under stress | | | | <input type="checkbox"/> | SECTION E: Specify work performance deficiencies or job behavior | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 20. Operation, care of equipment | | | | <input type="checkbox"/> | requiring improvement or correction. Explain checks in column A & B. | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 21. Work coordination | | | | <input type="checkbox"/> | -See Appendix A, Section E | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 22. Initiative | | | | <input type="checkbox"/> | | | | | |
| ADDITIONAL FACTORS | | | | | | | | <input type="checkbox"/> | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | | <input type="checkbox"/> | SUMMARY EVALUATION Mark overall performance | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | | <input type="checkbox"/> | <input type="checkbox"/> Not satisfactory <input type="checkbox"/> Requires improvement | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | | <input type="checkbox"/> | <input type="checkbox"/> Effective-meets standards <input type="checkbox"/> Exceeds Standards | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | | <input type="checkbox"/> | Comments: | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | | <input type="checkbox"/> | | | | | |
| FACTORS FOR SUPERVISORS | | | | | | | | <input type="checkbox"/> | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 23. Planning and organizing | | | | <input type="checkbox"/> | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 24. Scheduling and coordinating | | | | <input type="checkbox"/> | Rater: | | Title: | | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 25. On the job training | | | | <input type="checkbox"/> | Raters Signature: | | Date: | | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 26. Productivity | | | | <input type="checkbox"/> | Reviewer: (If none, so indicate) | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 27. Evaluating subordinates | | | | <input type="checkbox"/> | Reviewer's Signature: | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 28. Judgments and decisions | | | | <input type="checkbox"/> | Title: | | Date: | | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 29. Leadership | | | | <input type="checkbox"/> | EMPLOYEE: I certify that this report has been discussed with me. I | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 30. Operational economy | | | | <input type="checkbox"/> | understand my signature does not necessarily indicate agreement. | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 31. Supervision | | | | <input type="checkbox"/> | <input type="checkbox"/> A response will be made (by mutual agreement) on (Date): | | | | |
| ADDITIONAL FACTORS | | | | | | | | <input type="checkbox"/> | <input type="checkbox"/> A response was submitted on (Date): | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | | <input type="checkbox"/> | <input type="checkbox"/> No response | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | | <input type="checkbox"/> | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | | <input type="checkbox"/> | Employee Signature: | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | | <input type="checkbox"/> | Date: | | | | |

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

Appendix A

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| 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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