



Human Resources

1025 NINTH AVENUE
 GREELEY, COLORADO 80631
 970-348-6070

Greeley-Evans School District 6
 Performance Evaluation for Classified Personnel

Name:	Site:
Job Title:	Evaluation type:

Quality of work	Comments	Rating
Competence, accuracy, neatness, thoroughness, organization		
Quantity of work	Comments	Rating
Amount, deadlines, productivity levels, use of time		
Follows directions	Comments	Rating
Compliance, observance of rules and regulations, care of equipment, safety		
Initiative and judgement	Comments	Rating
Initiative, confidentiality, discretion, adaptability, professionalism		
Relationships	Comments	Rating
Cooperation and ability to work with students, staff, parents and community, respectful		
Attendance	Comments	Rating
Regularity of attendance, punctuality,		

	Comments	Rating
	Comments	Rating

Total Evaluation Score

Strengths

Performance needing improvement and plans for improving performance

Employee goals

Supervisor	Employee
	<i>If after reviewing this appraisal, employee does not agree with reviewer's evaluation, employee has the option of submitting a written statement</i>

Definitions of rating categories

- Exceeds Expectations Employee regularly exceeds performance expectations
 - Meets Expectations Employee has met the performance expectations
 - Needs Improvement* Employee has failed meet performance expectations
 - Unsatisfactory* Employee consistently fails to meet performance expectations
- *Must include plan for improving performance*