

# Puyallup School District Classified Evaluation

(For Unrepresented: Confidential, Exempt & Professional/Technical Employees)

<b>Name:</b> Last, First, M.I.		<b>School or Department</b>	<b>Job Title</b>
<b>Period of Report</b>	Date from: _____	Date to: _____	
<b>Evaluation Type:</b>	<b>Annual</b>	<b>New Hire</b>	<b>Other</b>

## General Criteria

### 1. **RELIABILITY:** Accomplishes work with minimal supervision.

Work needs close and regular supervision. Rarely able to work independently.	Sometimes able to work independently, but work needs more than minimal supervision.	Performs all duties with minimal supervision. Independent worker.	Highly flexible; Attends to every detail without supervision.
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### 2. **ADAPTABILITY:** Able to change and cooperate in varying capacities.

Has difficulty making adjustments to different conditions.	Sometimes has difficulty making adjustments to different conditions.	Accepts new or different conditions; adjusts quickly, cooperative.	Highly flexible, can be used effectively in different conditions.
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### 3. **INITIATIVE:** Displays overall optimism and interest in job.

Negative and/or not interested in job	Occasionally lacks optimism and/or lacks interest in some job elements.	Consistently positive and shows high level interest in job.	Exceptionally positive; interest in job leads to exceptionally creative and innovative performance.
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### 4. **ATTENDANCE/PUNCTUALITY:** Displays good habits in attendance and punctuality.

Frequently absent of late. Not dependable.	Attendance, punctuality, and/or dependability could improve.	Displays good habits; on time and at work. Dependable.	
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### 5. **ORGANIZATION:** Plans efficiently to execute duties

Disorganization severely affects job function.	Disorganization sometimes hampers job function.	Keeps work organized: carries out duties effectively and efficiently	Extremely organized; enhances job function.
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### 6. **COMMUNICATION:** Exchanges information appropriately.

Use of inappropriate communication skills seriously affects job function.	Occasional use of inappropriate communication skills hamper job function.	Consistently uses appropriate communication skills.	Exceptional use of communication skills enhance job function.
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### 7. **WORK PRODUCTION:** Produces necessary volume of work accurately.

Produces at unacceptable level: many errors, assignments not complete.	Produces below what can and should be done.	Produces at expected level: thorough, accurate, complete.	Produces above level; exceptionally accurate; extremely high output.
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### 8. **SELF-IMPROVEMENT:** Enhances overall job performance by self-growth.

Fails to show initiative to improve.	Does not show initiative for improvement on a regular basis.	Strives for improvement on a regular basis.	Exceptional efforts at self-improvement.
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### 9. **WORK KNOWLEDGE AND SKILLS:** Accomplishes job-specific criteria.

Unacceptable; does not meet specific criteria.	Needs improvement; partially or irregularly meets criteria.	Meets expectations of specific criteria on a regular basis.	Above expectations of specific criteria at all times.
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### 10. **CUSTOMER SERVICE SKILLS:** Demonstrates ability and willingness to meet customer needs.

Frequently fails to make an effort to meet customer needs	Occasionally does not practice appropriate customer service skills	Meets expectations of customers on regular basis	Actively seeks to understand and satisfy customer needs.
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### 11. **TEAMWORK:** Displays teamwork skills that enhance organizational effectiveness and support.

Exhibits unwillingness to work effectively in a team setting.	Sometimes has difficulty participating as a team member.	Works cooperatively with all team members.	Seeks opportunities to collaborate with others.
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# Puyallup School District Classified Evaluation

(For Unrepresented: Confidential, Exempt & Professional/Technical Employees)

**OVERALL RATING:** Rate the employee on the overall annual performance by marking the appropriate rating:

**Unsatisfactory**

**Basic  
(Needs Improvement)**

**Proficient  
(Meets Expectations)**

**Distinguished  
(Above Expectations)**

**Comments to Support Overall Rating (refer to definitions below):\***

**Areas of Focus/Goals:**

**\*(ATTACH PLAN OF FOR IMPROVEMENT IF APPROPRIATE)**

**Note:** Additional information may be attached and must be dated and signed by both the evaluator and the employee.

The signature below does not necessarily imply that the employee agrees with the preceding report, but only that he or she has seen and discussed it with the evaluator and has been provided a copy. Employee may attach statement.

**Employee Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Evaluator Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee Statement Attached**                      **Yes**                      **No**

**Division Manager Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Optional)

## Overall Rating Definitions

Unsatisfactory	Basic/Needs Improvement	Proficient/Meets Expectations	Distinguished/Above Expectations
Performance is below the criteria or standards of performance for almost all aspects of the work. Attainment of primary work objectives has not been met. Improvement is mandatory. Retention of employee at this level may not be warranted.	Performance meets the criteria or standards of performance for some aspects of the work. However, job objectives are often not met and are generally below expectations or are met with only minimum level of acceptability. Performance improvement is indicated.	Performance meets the criteria or standards of performance of the job	Performance exceeds the criteria or standards of performance for practically all aspects of the work. Employee performs even the difficult and complex parts of the job competently & thoroughly, including extra or unique tasks assigned. Results show achievements of extremely high value.