Woodridge Local School District

CLASSIFIED EMPLOYEE EVALUATION

Name:					Date:
Classification:					School:
5	**4**	**3**	**2**	**1**	**PERSONAL APPEARANCE AND HEALTH**
					Dresses appropriately for the job assignment.
					Maintains professional appearance.
					Maintains good personal hygiene.
					HUMAN RELATIONS
					Cooperates with fellow employees.
					Understands and applies the mission statement of the School District.
					Responds well to supervision.
					Is punctual and reliable.
					Has a pleasant and cooperative personality.
					Treats co-workers, administrators, supervisors, students, and parents with respect and is responsive to their needs.
					JOB ATTITUDE
					Shows interest and enthusiasm in the job.
					Understands and accepts job responsibility.
					Is willing to accept and to apply new methods, policies, and to follow orders.
					Does not allow emotions to interfere with work.
					Understands and completes assigned tasks.
					Takes professional growth (workshops, meetings, etc.)
					WORK PERFORMANCE AND ABILITY
					Organizes work.
					Uses good judgment in performing work, planning ahead, and working with minimum supervision.
					Performs the job efficiently.
					Is willing to do other tasks as assigned.

5 = Superior; 4 = Excellent; 3 = Good; 2 = Fair; 1 = Poor
***An Improvement Plan must be completed for any areas that scored a two (2) or less**

I have reviewed this evaluation. My signature does not necessarily mean I agree with the evaluation.

_____ _____
Evaluatee Date

Evaluated by: _____

Title: _____ Date: _____

Reviewed By: _____

Title: _____ Date: _____

Comments
Supervisor's Remarks:
Employee Remarks: