

**EAST WASHINGTON SCHOOL CORPORATION
PEKIN, INDIANA 47165**

CLASSIFIED PERSONNEL EVALUATION

School Year

Date

Employee's Name

Building

Position

DIRECTIONS:

For each indicator, place appropriate number in the column that best describes the employee's performance for that item. The performance review should be used to provide the employee with a summative performance assessment and an opportunity to respond to the summative evaluation.

- | | |
|------------------------|---|
| 1. HIGHLY EFFECTIVE: | Demonstrates the skill at an exceptional level. |
| 2. EFFECTIVE: | Demonstrates the skill at an acceptable level. |
| 3. IMPROVEMENT NEEDED: | Demonstrates the skill at a level indicating improvement is needed. |
| 4. INEFFETIVE: | Does not demonstrate the skill at an acceptable level. |

CRITERIA FOR EVALUATION

- I. DEPENDABILITY
- A. Is regular in attendance and punctual. _____
 - B. Maintains good grooming. _____
 - C. Completes duties promptly. _____
 - D. Works through organizational ladder when solving problems. _____
 - E. Maintains a proper student/staff relationship. _____
 - F. Adheres to board policies. _____
 - G. Maintains accurate records submitted on time. _____

COMMENTS: _____

- II. PERFORMS DUTIES REQUIRED BY JOB DESCRIPTION
- A. Demonstrates a knowledge of his/her job. _____
 - B. Demonstrates effective job skills. _____
 - C. Demonstrates a satisfactory quality of work. _____

COMMENTS: _____

- III. INTERPERSONAL RELATIONSHIPS
- A. Deals with students, other staff members and parents in a positive, constructive manner. _____
 - B. Cooperates in accomplishing school and board objectives. _____
 - C. Accepts and interprets school and district policies, procedures and rules in a positive way. _____
 - D. States opinions and disagreements in a way conducive to group consensus. _____
 - F. Handles problems in a constructive and fair manner. _____
 - G. Keeps information about students confidential. _____

COMMENTS: _____

Administrator/Supervisor

Employee

Date Signed

Date Signed