



Unit 11 & 3C EVALUATION REPORT

Employee Name

Job Title

Employee ID

Location

Supervisor Name

Date of Evaluation <i>Probationary: Every 3 months</i> <i>Permanent: Annually</i>	EXCEEDS Expectations	MEETS Expectations	BELOW Expectations	NEEDS Improvement	<p style="text-align: center; color: #0056b3; font-weight: bold;"><i>Illustrative Examples</i></p> <p style="text-align: center;">(Required if rating is below expectations or improvement needed)</p>
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JOB PERFORMANCE					(See Attachment)
Regularly demonstrates high quality work as well as high levels of productivity					
Thinks creatively to solve problem					
Performs duties in a safe manner					
Meets deadlines when required					
Accepts direction/supervision					
Demonstrates knowledge of job requirements and plans tasks appropriately					
Provides appropriate direction and training to others					
Takes initiative					
Portrays a positive image to the public					
Works cooperatively with staff					
Seeks training development opportunities					
Adapts to changing situations/priorities					
Follows District policies and procedures					

	EXCEEDS Expectations	MEETS Expectations	BELOW Expectations	NEEDS Improvement	<i>Illustrative Examples</i> (Required if rating is below expectations or improvement needed)
JOB PERFORMANCE					
Work Habits:			(See Attachment)		
Reports to work on time					
Is regular in attendance					
Protects District equipment and tools					
Requests assistance when needed					

SUPERVISOR COMMENTS/FEEDBACK:

EMPLOYEE COMMENTS/FEEDBACK:

I have reviewed the above and have the following comments:

(FOR PROBATIONARY EMPLOYEES ONLY)

WOULD YOU RECOMMEND THIS PERSON FOR CONTINUED EMPLOYMENT?

Signature of Employee:

Date:

Signature of Supervisor:

Date: