



EVALUATION REPORT FOR CLASSIFIED EMPLOYEES
School District 4J
Eugene, Oregon

Employee Name _____ Position _____

Building/Department _____ Date _____

	Exceeds Standards	Meets Standards	Needs Improvement	Unsatisfactory
PERFORMANCE ABILITIES				
Quality of Work				
Knowledge of Work				
Planning & Organizing				
Volume of Acceptable Work				
Effectiveness under Stress				
Understanding of Work Rules				
Operation & Care of Equipment				
Safety Practices				
Other				
PERSONAL ABILITIES				
Attendance				
Appearance				
Public Relations				
Pupil Relations				
Employee Communication				
Adaptability				
Initiative				
Judgment				
Dependability				
Other				
FOR LEAD/COORDINATOR RESPONSIBILITIES				
Planning & Organizing				
Scheduling & Coordinating				
Training & Instructing				
Productivity				
Judgment				
Operational Economy				
Other				

Suggestions for Future Goals:

COMPLETE WRITTEN ANALYSIS ON PAGE 2

EVALUATION REPORT FOR CLASSIFIED EMPLOYEES, part 2

WRITTEN ANALYSIS

Comment on strengths or weaknesses evident in performance or personal abilities:

Record specific goals or improvements required to meet the standards of performance level:

Comment on evident strengths or weaknesses of individuals with Lead/Coordinator Responsibilities:

Evaluator's Signature _____ **Date** _____

Employee Comments:

☐ I have received and reviewed this evaluation and understand that it will be placed in my personnel file.

Employee's Signature _____ **Date** _____