

GARAWAY LOCAL SCHOOLS  
Classified Employees Evaluation Guide

Name \_\_\_\_\_

Position \_\_\_\_\_

School \_\_\_\_\_

Performance Factors

1. QUALITY OF WORK - accuracy, completeness, neatness of work
2. QUANTITY OF WORK - amount of work done
3. RELATIONSHIP WITH PEOPLE - ability to get along with students, public, and other employees
4. RESPONSIBILITY - degree to which the employee assumes responsibility for a task and completes the task in an acceptable way
5. DEPENDABILITY - attendance and punctuality are good
6. ATTITUDE - interest in the work, willingness to meet job requirements and accept suggestions, loyalty to school
7. WORK HABITS - organization of work, care of equipment, safety-mindedness
8. JUDGEMENT - soundness of decisions, common sense
9. TOTAL JOB PERFORMANCE

Meets Job Requirements	Needs Improvement	Unsatisfactory

COMMENTS: \_\_\_\_\_

EMPLOYEE REMARKS: \_\_\_\_\_

EMPLOYEE \_\_\_\_\_ EVALUATOR \_\_\_\_\_

(Signature indicates employee has read evaluation)

DATE \_\_\_\_\_