

CLASSIFIED EMPLOYEE EVALUATION

Facilities Services



Employee

Classification

- Annual
- Unscheduled

3 mo. 6 mo.
Probationary

Due in Human Resources

Instructions to the Rater: When rating each factor, check the column you think most appropriate. Comment on ratings in the "Needs Improvement" or "Exceeds Expectations" columns. If evaluation is probationary, recommend permanency, an extension, or termination under remarks. The completed evaluation MUST be discussed with the employee, who may make comments in the section, EMPLOYEE REMARKS. The department head is to review and sign the form in the proper space. After the employee signs the form, this form should be returned to Human Resources to be placed into the employee's file. The department should make one copy for the employee, and one copy to the department file.

CRITERIA	EVALUATION			RATER COMMENTS
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		Needs Improvement	Meets Expectations	Exceeds Expectations	
QUANTITY OF WORK					
QUALITY OF WORK	Accuracy				
	Thoroughness				
	Neatness				
WORK HABITS	Acceptance of Assignments				
	Compliance with Instructions				
	Safety Practices				
	Initiative				
ATTENDANCE	Attendance Record				
	Punctuality				
	Work Schedules Observance				
ATTITUDE	Relations with Public				
	Relations with Staff				
	Acceptance of Change				
	Commits to a continuous cycle of self-growth and progress by participating in DEIA professional development and learning opportunities.	Needs Training	Meets Expectation		

Additional Rater Remarks

Rater Signature/Date

Next-Level Supervisor Remarks

Next-Level Supervisor Signature/Date

Employee Remarks

Employee Signature/Date

Revised 10/19/15