

**NATOMAS UNIFIED SCHOOL DISTRICT
CLASSIFIED/ CONFIDENTIAL PERSONNEL EVALUATION**

Name: _____ Classification: _____

Location: _____ Date of Report: _____

Evaluation Period (From/To): _____ Date of Hire: _____ Permanent Probationary

To the evaluator:

An employee's evaluation should not be based on an isolated incident. Evaluations should be based on employee's overall performance over the school year per Article X of the CSEA contract. Prepare this evaluation carefully and accurately. Its value lies in the impartiality and sound judgment used by the evaluator. Judge each characteristic or trait independently. Make no entry except where the statement is based on PERSONAL KNOWLEDGE. Evaluators have an affirmative legal duty to notify and document unsatisfactory performance (Education Code Sections 45113 and 45116).

To the evaluator and evaluatee:

Classified staff achieves permanent status in Natomas Unified School District because of meeting the high standards the District maintains for all stakeholders.

	1.0			2.0		3.0				4.0
	1.1	1.2	1.3	2.1	2.2	3.1	3.2	3.3	3.4	4.1
Unsatisfactory										
Developing										
Satisfactory										
Exemplary										

1.0 ATTENDANCE

- 1.1 Attendance record reflects a minimum of absences.
- 1.2 Punctuality: Employee reports for work on time (where applicable).
- 1.3 Employee consistently remains on task after reporting for work

COMMENTS:

2.0 DEPENDABILITY

- 2.1 Employee possesses the ability to follow through for the completion of job assignments.
- 2.2 Employee adheres to timelines for the completion of tasks and assignments.

COMMENTS:

3.0 INITIATIVE

- 3.1 Employee is self-reliant in completing assignments.
- 3.2 Employee offers suggestions for work improvements and/or offers solutions for work problems.
- 3.3 Employee takes action for self improvement (Professional Growth, e.g.) where applicable.
- 3.4 Employee utilizes initiative in completing job-related tasks.

COMMENTS:

4.0 QUALITY OF WORK

- 4.1 Employee is accurate and skilled in performing tasks and takes pride in a job well done.

COMMENTS:

	5.0	6.0		7.0			8.0	
	5.1	6.1	6.2	7.1	7.2	7.3	8.1	8.2
Unsatisfactory								
Developing								
Satisfactory								
Exemplary								

5.0 QUANTITY OF WORK

- 5.1 Employee completes appropriate amounts of tasks relative to time lines and the requirements of the position.

COMMENTS:

6.0 WORK PRACTICES

- 6.1 Employee follows work instructions in a complete and thorough manner.
- 6.2 Employee follows proper recommendations for the use, care, and safe operation of equipment and/or technology.

COMMENTS:

7.0 ADAPTABILITY

- 7.1 Employee possesses the ability to work under varying conditions and/or at different work sites.
- 7.2 Employee demonstrates the ability to apply job knowledge and skills to new or unfamiliar work.
- 7.3 Employee sees variable work situations in a positive manner.

COMMENTS:

8.0 JUDGMENT AND DECISION-MAKING

- 8.1 Employee has the ability to effectively assemble data and facts in making decisions.
- 8.2 Employee uses good decision-making skills in performing work assignments and duties.

COMMENTS:

	9.0					10.0			
	9.1	9.2	9.3	9.4	9.5	10.1	10.2	10.3	10.4
Unsatisfactory									
Developing									
Satisfactory									
Exemplary									

9. PUBLIC CONTACT AND COMMUNICATIONS

- 9.1 Employee is honest, tactful, helpful, and courteous.
- 9.2 Employee presents himself/herself in an appropriate manner to represent Natomas Unified School District.
- 9.3 Employee possesses the ability to handle difficult situations and confrontations.
- 9.4 Employee has the ability to use oral and written language effectively.
- 9.5 There is open communication and articulation between employee and supervisor(s).

COMMENTS:

10.0 HUMAN RELATIONS

- 10.1 Employee works effectively and in a participatory manner with supervisor(s).
- 10.2 Employee works effectively and in a cooperative manner with fellow employees and other district staff.
- 10.3 Employee interacts effectively and demonstrates concern and sensitivity toward students.
- 10.4 Employee interacts effectively and demonstrates concern and sensitivity toward parents and other community members.

COMMENTS:

Comments and/or Suggestions for Improvement:

Goals and Objectives for subsequent evaluation:

Commendations:

Supervisor's Signature (if applicable)

Date

Evaluator's Signature

Date

ACKNOWLEDGMENT: I acknowledge that I have seen the above evaluation and have been provided with a copy and suggestions for improvement, if appropriate. I understand that my signature does not necessarily mean that I agree with this evaluation, but only that I am in receipt of the evaluation. I also understand I may write a response, if I so desire. The response will be attached to the evaluation and placed in my personnel file after ten days from the signature date above.

Evaluatee's Signature

Date

**NATOMAS UNIFIED SCHOOL DISTRICT
CLASSIFIED EMPLOYEE
PERIODIC REVIEW FOR PERMANENT EMPLOYEES**

Name: _____ Supervisor: _____

Location: _____ Classification: _____

Review Date: _____ Is this based on a prior issue? ___Yes ___No

If so, please indicate in which month(s): _____

1. 10 areas (check all that apply)

Attendance

Dependability

Initiative

Quality of Work

Quantity of Work

Work Practices

Adaptability

Judgment & Decision-Making

Public Contact & Communications

Human Relations

2. Open Ended Feedback (as needed):

3. Professional Development Implementation Plan (if applicable):

Supervisor's Signature (if applicable)

Date

Evaluatee's Signature

Date