



Classified Personnel Evaluation Form

Henderson County Board of Education
1805 Second Street
Henderson, KY 42420
Phone: 270-831-5000
www.henderson.kyschools.us

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| EMPLOYEE | |
| POSITION | |

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| SCHOOL YEAR | |
| SUPERVISOR | |

EXPLANATION OF THE SCALE:

(S) Satisfactory **(IN)** Improvement Needed **(U)** Unsatisfactory **(NA)** Not Applicable

JOB KNOWLEDGE:

Evaluate skill/knowledge of the information, procedures, materials, equipment, techniques, etc., required for the position.

- (a) Has necessary skills to complete tasks required in current job.
- (b) Understands and completes all records, reports, and documents required.
- (c) Has working knowledge of equipment/material that is necessary for assigned tasks.
- (d) Attends appropriate in-service programs.
- (e) Adheres to Board policies and procedures.

| S | IN | U | NA |
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| Comments | |
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PRODUCTIVITY AND QUALITY OF WORK:

Rate completion, accuracy, timeliness, and volume of work.

- (a) Completes the required tasks
- (b) Completes tasks accurately.
- (c) Completes tasks in a timely manner.
- (d) Uses proper safety measures when working.
- (e) Takes initiative in seeking and completing tasks without supervision.

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RESPONSIBILITY, DEPENDABILITY, AND ATTENDANCE:

Consider efforts to ensure the successful completion of tasks, extra efforts, attendance, dependability, and general assistance.

- (a) Uses discretion with confidential or privileged information.
- (b) Follow directions.
- (c) Uses good judgement in performing responsibilities.
- (d) Organizes work responsibilities and sets priorities.
- (e) Has a good attendance record.
- (f) Reports to work punctually.
- (g) Returns to work from break and/or lunch punctually.

| S | IN | U | NA |
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| Comments | |
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INTERPERSONAL RELATIONS:

Consider relationships with other employees, students, and the community, and willingness to perform required duties and to help others accomplish tasks.

- (a) Deals with students and parents in a positive, constructive manner.
- (b) Deals with colleagues and supervisors in a positive, constructive manner.
- (c) Cooperates in accomplishing school and district goals and objectives.
- (d) Handles problems in a constructive and fair manner.
- (e) Works through line/staff relationships when addressing problems.
- (f) Offers differing opinions in a constructive and helpful manner.
- (g) Demonstrates effective written and verbal communication skills.

| S | IN | U | NA |
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Comments

SUMMARY:

Overall job performance on applicable items.

| S | IN | U | NA |
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WOULD YOU RECOMMEND THAT THE EMPLOYEE LISTED ABOVE BE RE-EMPLOYED FOR THE NEXT SCHOOL YEAR IN HIS/HER POSITION?

| | |
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| <input type="checkbox"/> | YES |
| <input type="checkbox"/> | NO |

Comments

GROWTH AND DEVELOPMENT:

Activities in which the employee has participated which could increase job effectiveness.

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Improvement in the areas noted on this evaluation can be achieved by the following:

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This review has been discussed with the employee who has been given a copy. Signatures acknowledge completion of the evaluation and not necessarily agreement.

(Employee's Signature)

(Date)

(Supervisor's Signature)

(Date)

EMPLOYEE'S COMMENTS:

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