

Estill County Schools Classified Employee Evaluation

Name: _____ **Position:** _____

Date: _____

Ratings
Demonstrates Efficient & Competent
Performance

	Does Meet	Needs Growth	Does NOT Meet	NOT Applicable
1. Job Knowledge and Skills				
a. Knowledge of Job				
b. Utilizes basic skills needed for the position				
c. Keeps accurate records/information and submitted in a timely manner				
d. Accepts suggestions and uses them for improvement				
e. Attends required training				
f. Follows assignment per job description				
2. Relationship with others				
a. Has a positive attitude toward the school/district				
b. Is responsive to supervisors				
c. Treats co-workers with respect				
d. Has positive rapport with children				
e. Communicates well with staff, parents and community				
3. Job Responsibility				
a. Maintains confidentiality				
b. Reports to work on time				
c. Uses time well/effectively				
d. Keeps work area, equipment and vehicles clean and orderly				
e. Uses sick and leave time appropriately				
f. Dresses appropriately for the position				
g. Does other jobs as needed or assigned				
h. Is punctual for job related duties				

Comments:

Primary Evaluator

*Signature of Employee

Secondary Evaluator

Date

*My signature verifies that I have read and have discussed this evaluation with my Supervisor.