

**KANE COUNTY SCHOOL DISTRICT**  
**Classified Employee Evaluation**

Employee Name:	School/District		Date:
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<b>Definition of Evaluation Standards</b>	2.	3. Surpasses job expectations.	4. Exemplary Performance
1. Does not meet job expectations. Skills and knowledge are below acceptable standards.	Meets job expectations. Skills and knowledge are adequate to meet job requirements.	Highly productive, constantly above average performance.	Superior work and attitude. Invaluable contribution to the district.

**STANDARDS**

<b>Job Knowledge</b>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
Depth of knowledge needed to perform the job.	Areas of job knowledge are insufficient causing performance problems.	Sufficient knowledge and acceptable performance for basic job.	Demonstrates commendable level of knowledge and performance. Understands all aspects of job.	Excellent knowledge of the job resulting in superior performance. Pro-active approach to doing job; goes far beyond basic expectations.

Comments:

<b>Communication Skills</b>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
Effectively listens and responds. Understands and is understood by others with whom employee interacts. Uses proper language skills.	Communication skills are lacking. Often not clearly understood. Responses not appropriate.	Communication skills basically acceptable. Some improvement needed.	Communications skills are good. Effectively listens to resolve problems. Is positive and consistent.	Interpersonal communication skills are excellent. Strengthens relationships with others.

Comments:

<b>Cooperation and Courtesy</b>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
Works well with co-workers, students and the public. Treats others with respect, tact and sensitivity. Promotes a positive working environment.	Lacks tact. Doesn't work well with others. Detracts from positive work environment.	Generally Cooperative and tactful. Usually willing to help others.	Eager, willing and effective in creating a positive working environment. Helps without being asked.	Excellent team player. Facilitates positive working relationships and public relations beyond expectations.

Comments:

<b>Personal Appearance</b>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
Is appropriately groomed and dressed.	Seldom/never is appropriately groomed and dressed.	Usually is appropriately groomed and dressed.	Almost always is appropriately groomed and dressed.	Always is appropriately groomed and dressed.

Comments:

<b>Quality of Work</b>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
Performs work assignments and duties free from errors. Assignments are neat and thorough.	Quality is marginal. Mistakes are excessive. Not attentive to detail.	Quality is in acceptable range. Mistakes occur but are not excessive. Work is basically neat.	Quality usually exceeds expectations. Errors are rare. Work done consistently well.	Virtually no mistakes or errors of any consequence. Commitment to excellence. Extremely neat and conscientious at all times.
Comments:				
<b>Productivity</b>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
Work completed in an organized and timely manner. Output is comparable to others in similar positions.	Work done slowly or ineffectively for time allowed.	Generally produces expected amount of work. Fairly organized in getting tasks completed.	Above average amount of work completed. Work completed in an organized manner.	Consistently produces a high volume of work. Work done with economy of effort. Innovative, timely and efficient in completing work duties
Comments:				
<b>Adaptability</b>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
Adjusts to new work environments and responsibilities. Open to change.	Reluctant to adapt to new situations. Frequently resists changes causing problems or delays. Slow to learn. Has difficulty in handling changes.	Can adapt to new situations given time. Does not resist change	Supports and adapts to changes. Retains new information well.	Learns new procedures exceptionally fast.
Comments:				
<b>Dependability</b>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
Follows through on assignments meets deadlines. Completes assigned tasks without supervision.	Requires constant supervision to complete job. Other staff has to complete work assignments.	Usually completes assignments in a timely manner. Needs little supervision to get tasks done on time	Can always be counted on to have tasks completed in a thorough and timely manner.	Completes assignments 100% on time and frequently goes the extra mile on own initiative.
Comments:				
<b>Attendance and Tardiness</b>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
Is punctual. conforms to work schedules and policies. Absences or tardiness do not inconvenience others.	Consistently tardy or absent. Does not comply with policies. Often inconveniences others.	Absences or tardiness within acceptable range. Generally follows policies. Rarely causes inconvenience for others.	Absences or tardiness are not a problem. Follows policies.	Absences and tardiness vary rarely occurs. Always follows policies.
Comments:				

<b>Public Relations</b>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
Gives good service both to co-workers and the public.	Poor public relations. Attitude is not helpful, can be disruptive. Supervisors hear complaints from the public and co-workers.	Usually positive in interactions with the public. Tolerates rude or negative behavior without losing control.	Consistently exhibits timely responses, good problem solving, keeping a positive focus and maintaining an even temper.	Excellent public relations focus resulting in a consistent positive environment.
Comments:				
<b>Policies &amp; Procedure</b>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
Understands, accepts and follows district, school, and job assignment policies and procedures.	Often ignores or does not follow policies and procedures.	Usually accepts and follows policies and procedures. Needs occasional reminders.	Consistently understands, accepts, and follows all policies and procedures.	Takes initiative to clarify policies and questions that may arise.
Comments:				
<b>Professional Development</b>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
Seeks out and participates in professional development activities, in-services, and/or workshops.	Rarely wants to or is willing to participate in professional development activities. Does not value self-improvement or life-long learning.	Indicates interest in or participates in professional development activities at supervisor's suggestion.	Often seeks out and readily participates in professional development activities.	Consistently seeks out and readily participates in professional activities. Encourages colleagues to participate. Shares knowledge as appropriate.
Comments:				
<b>Accepts Direction From Supervisor</b>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
Accepts direction and/or instruction. Willing to listen and comply.	Resists and/or resents directions or instructions from supervisor(s). Fails to comply with directions/instructions.	Accepts directions or instructions from supervisors(s), usually complies in a timely manner. Communicates difficulties when following directions.	Readily accepts directions or instructions from supervisor(s). Always complies in timely manner. Seeks help if direction cannot be followed.	Eager to listen and comply with the direction or instructions from supervisor(s). Consistent high quality and timely responses. Takes full responsibility.
Comments:				
Employee's Signature:	Date:	Supervisor's Signature:	Date:	