

APPENDIX B
LA CAÑADA UNIFIED SCHOOL DISTRICT
EVALUATION FOR PERMANENT CLASSIFIED EMPLOYEES

Name: _____ **Position:** _____

Site: _____ **Date:** _____

Check appropriate: Scheduled Annual Evaluation (prior to May 15th) Unscheduled Evaluation

PERFORMANCE DIMENSIONS

Check the rating in each category that most accurately describes the employee's level of performance over the period covered by this evaluation.

DOMAIN I	
<p>1. NEATNESS: Work is consistently neat and well organized.</p> <p><input type="checkbox"/> Exceeds Standards <input type="checkbox"/> Meets Standards <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory* <input type="checkbox"/> Not Applicable</p> <p>3. COURTESY & TACT: Courtesy and tact are consistently demonstrated to an exceptional degree.</p> <p><input type="checkbox"/> Exceeds Standards <input type="checkbox"/> Meets Standards <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory* <input type="checkbox"/> Not Applicable</p> <p><i>Comments:</i></p>	<p>2. ACCURACY: Work is consistently done correctly.</p> <p><input type="checkbox"/> Exceeds Standards <input type="checkbox"/> Meets Standards <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory* <input type="checkbox"/> Not Applicable</p> <p>4. FOLLOWING INSTRUCTIONS (ORAL & WRITTEN): Instructions consistently followed; typically needs instructions given only once.</p> <p><input type="checkbox"/> Exceeds Standards <input type="checkbox"/> Meets Standards <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory* <input type="checkbox"/> Not Applicable</p>

DOMAIN II	
<p>5. ATTENDANCE: Attendance is consistent.</p> <p><input type="checkbox"/> Exceeds Standards <input type="checkbox"/> Meets Standards <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory* <input type="checkbox"/> Not Applicable</p> <p>7. INITIATIVE & RESOURCEFULNESS: Independently identifies needs; problems are solved; is a self-starter.</p> <p><input type="checkbox"/> Exceeds Standards <input type="checkbox"/> Meets Standards <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory* <input type="checkbox"/> Not Applicable</p> <p>9. ATTITUDE: Positive feeling about work is consistently presented to others; willing to improve and suggest new ideas; enjoys other people; speaks well of work and school district.</p> <p><input type="checkbox"/> Exceeds Standards <input type="checkbox"/> Meets Standards <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory* <input type="checkbox"/> Not Applicable</p> <p><i>Comments:</i></p>	<p>6. PUNCTUALITY: Consistently at work on time.</p> <p><input type="checkbox"/> Exceeds Standards <input type="checkbox"/> Meets Standards <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory* <input type="checkbox"/> Not Applicable</p> <p>8. ADAPTABILITY TO STRESS OR CHANGE: Stress or change is consistently dealt with satisfactorily.</p> <p><input type="checkbox"/> Exceeds Standards <input type="checkbox"/> Meets Standards <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory* <input type="checkbox"/> Not Applicable</p>

DOMAIN III	
<p>10. JOB KNOWLEDGE: All phases of job are completely understood.</p> <p><input type="checkbox"/> Exceeds Standards <input type="checkbox"/> Meets Standards <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory* <input type="checkbox"/> Not Applicable</p> <p>12. METHODS: Consistently applies sound, effective and efficient methods in performance of work, which is completed sooner than expected.</p> <p><input type="checkbox"/> Exceeds Standards <input type="checkbox"/> Meets Standards <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory* <input type="checkbox"/> Not Applicable</p>	<p>11. SKILLS: Demonstrates all needed skills at level of job requirements.</p> <p><input type="checkbox"/> Exceeds Standards <input type="checkbox"/> Meets Standards <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory* <input type="checkbox"/> Not Applicable</p> <p>13. TIME MANAGEMENT: Always completes work required in the allotted time.</p> <p><input type="checkbox"/> Exceeds Standards <input type="checkbox"/> Meets Standards <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory* <input type="checkbox"/> Not Applicable</p>

*An evaluation of "Unsatisfactory" in an evaluation category shall be accompanied with a specific statement of the deficiencies noted by the evaluator and specific recommendations for improvement.

14. SUPERVISION: Works independently with minimal monitoring.

- Exceeds Standards
 Meets Standards
 Needs Improvement
 Unsatisfactory* Not Applicable

Comments:

DOMAIN IV

15. PRIORITIZING: Prioritizes so that most important things always get done; changing demands are typically met.

- Exceeds Standards
 Meets Standards
 Needs Improvement
 Unsatisfactory* Not Applicable

16. FLEXIBILITY: Readily adapts to new procedures, duties and unusual happenings; handles immediate situations smoothly.

- Exceeds Standards
 Meets Standards
 Needs Improvement
 Unsatisfactory* Not Applicable

17. DISCRETION: Maintains confidentiality and professional discretion.

- Exceeds Standards
 Meets Standards
 Needs Improvement
 Unsatisfactory* Not Applicable

18. ORAL COMMUNICATION: Communicates very effectively orally; attention to other speakers is apparent.

- Exceeds Standards
 Meets Standards
 Needs Improvement
 Unsatisfactory* Not Applicable

19. TEAMWORK: Always gives and receives cooperation; always works well with others; is always considerate and understanding of others.

- Exceeds Standards
 Meets Standards
 Needs Improvement
 Unsatisfactory* Not Applicable

Comments:

DOMAIN V

20. TECHNOLOGY: Demonstrates technological skills required for position.

- Exceeds Standards
 Meets Standards
 Needs Improvement
 Unsatisfactory* Not Applicable

21. SKILL & USE OF EQUIPMENT: Uses equipment efficiently and effectively; well-coordinated.

- Exceeds Standards
 Meets Standards
 Needs Improvement
 Unsatisfactory* Not Applicable

22. OPERATION & MAINTENANCE: Equipment is used with appropriate care and maintenance, resulting in superior work product and longer equipment life.

- Exceeds Standards
 Meets Standards
 Needs Improvement
 Unsatisfactory* Not Applicable

23. SAFETY PRACTICES: Safe working procedures are followed; potential hazards are handled effectively; has an accident-free history.

- Exceeds Standards
 Meets Standards
 Needs Improvement
 Unsatisfactory* Not Applicable

24. SANITATION: Consistently uses approved sanitation procedures; spots unsanitary conditions and seeks to correct them.

- Exceeds Standards
 Meets Standards
 Needs Improvement
 Unsatisfactory* Not Applicable

Comments:

ADDITIONAL FACTORS: For positions that require the following skills and abilities, please indicate which skills and abilities are required and state the employee's proficiency or lack of proficiency in the "Comments" section. Additional skills and abilities include: *Scheduling/Coordinating, Training & Instruction, Judgments & Decisions, Budget Accountability, Leadership and Supervisor Ability*

SUMMARY COMMENTS:

*An evaluation of "Unsatisfactory" in an evaluation category shall be accompanied with a specific statement of the deficiencies noted by the evaluator and specific recommendations for improvement.

SUMMARY COMMENTS cont.:

SUMMARY EVALUATION:

- Exceeds Standards
- Meets Standards
- Needs Improvement
- Unsatisfactory

I have read and received a copy of the foregoing evaluation. I have had an opportunity to discuss it with my evaluator. My signature below indicates that I have received a copy and does not necessarily mean that I agree with the evaluation. This evaluation, and any rebuttal submitted within ten (10) working days, will be placed in my personnel file. I can find further information regarding this process in Article XV of the CSEA contract.

Evaluator Signature, Title Date

Employee Signature Date

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