

Evaluation Worksheet – Classified
Employee Name:

Date:

Performance Factor – the competent employee demonstrates skill in:

Yes	No		Standard 1 – Quality of work by:	Comments:
<input type="checkbox"/>	<input type="checkbox"/>	a.	Efficiently completing assigned job task with accuracy, thoroughness and dependability.	
<input type="checkbox"/>	<input type="checkbox"/>	b.	Keeping work and work area orderly, clean and sanitary as needed.	
<input type="checkbox"/>	<input type="checkbox"/>	c.	Understanding specific work requirements, work details and their relationship to other jobs.	
<input type="checkbox"/>	<input type="checkbox"/>	d.	Making an effort to improve job skills through continued training.	

Yes	No		Standard 2 – Quantity of work by:	Comments:
<input type="checkbox"/>	<input type="checkbox"/>	a.	Completing an expected volume of assigned work with promptness.	
<input type="checkbox"/>	<input type="checkbox"/>	b.	Managing time, materials, work area and job priorities efficiently.	

Yes	No		Standard 3 – Knowledge of work by:	Comments:
<input type="checkbox"/>	<input type="checkbox"/>	a.	Understanding of how job relates to other position within the department/district.	
<input type="checkbox"/>	<input type="checkbox"/>	b.	Understanding of job description requirements and elements.	

Yes	No		Standard 4 – Punctuality & Attendance	Comments:
<input type="checkbox"/>	<input type="checkbox"/>	a.	Arrives to work on time and is ready to work as identified with assigned schedule.	
<input type="checkbox"/>	<input type="checkbox"/>	b.		

Yes	No		Standard 5 – Judgment	Comments:
<input type="checkbox"/>	<input type="checkbox"/>	a.	Able to make reasonable decisions.	
<input type="checkbox"/>	<input type="checkbox"/>	b.		