

PERFORMANCE APPRAISAL REPORT FORM
CLASSIFIED STAFF UNIT MEMBERS
Unit Member Self Appraisal

Refer to the Performance Appraisal Criteria & Definitions Guide (pages D-5 and D-6) for an explanation of each criterion listed below.

Quality of work

Judgment

Attitude

Working Relationships

Reliability

Job Duties for the functional area (i.e. student services, accounting, instructional services):

Identify and evaluate each major job duty or responsibility. For this portion of the rating, refer to the district classification description (examples of duties and knowledge, skills and abilities) and, if available, the desk description for this position.

Overall Evaluation:

- () **Exceeds standards** - the performance is so successful that special note should be made.
- () **Meets Standards** - Performance is at or above the minimum standards. This level is what the majority of unit members perform and is what one would expect from competent unit members.
- () **Needs Improvement** - Performance is below standard and the unit member must fulfill the recommendations delineated on the development plan in order to become competent.

Supervisor Signature

Date:_____

Manager Signature

Date:_____

Unit Member Signature

Date:_____

**PERFORMANCE APPRAISAL REPORT FORM
CLASSIFIED STAFF UNIT MEMBERS**

Supervisor/Manager Appraisal

Refer to the Performance Appraisal Criteria & Definitions Guide (pages D-5 and D-6) for an explanation of each criterion listed below.

Quality of work

Judgment

Attitude

Working Relationships

Reliability

Job Duties for the functional area (i.e. student services, accounting, instructional services):

Identify and evaluate each major job duty or responsibility. For this portion of the rating, refer to the district classification description (examples of duties and knowledge, skills and abilities) and, if available, the desk description for this position.

Overall Evaluation:

- () **Exceeds standards** - the performance is so successful that special note should be made.
- () **Meets Standards** - Performance is at or above the minimum standards. This level is what the majority of unit members perform and is what one would expect from competent unit members.
- () **Needs Improvement** - Performance is below standard and the unit member must fulfill the recommendations delineated on the development plan in order to become competent.

Supervisor Signature

Date: _____

Manager Signature

Date: _____

Unit Member Signature

Date: _____

Performance Appraisal Criteria & Definitions Guide
Classified Staff Unit Member

Employee Performance Criteria

Unit member performance criteria are defined below. ***These are only to be considered examples and evaluation is not limited to these suggestions.*** Each criterion should be checked in relation to the individual unit member’s duties and responsibilities. Do not assume that all factors are of equal importance. Each criterion's degree of importance will vary according to the requirements of the unit member’s job. The unit member should be made aware of these requirements. Performance not falling within levels described below should be rated as “needs improvement” with specific written guidance as to what can be done to improve performance.

Quality of Work

The degree of excellence of the work performed over the entire rating period. In rating this criterion, attention should be paid to the consequences of work that is not of good quality.

Meets Standards	Exceeds Standards
Work is neat, accurate, thorough, on time and acceptable. Work needs to be redone only on occasion. Impact of errors or work needing to be redone are minimal. It does not negatively affect the efforts of others. It reflects well upon the department or District.	Consistently high standards in accuracy and thoroughness. Completes multiple, complex projects on time or ahead of time.

Judgment

The quality of decisions, the nature depending upon the degree of responsibility assigned to the position.

Meets Standards	Exceeds Standards
Usually makes consistent and reliable judgments and decisions. These judgments have a positive effect on the quantity and quality of the work produced as well as on the work of others. Appropriately refers to the supervisor only those decisions that require higher level action. Bases decisions on analysis of information available.	Consistently makes sound decisions even on complex issues. Actively seeks input from parties involved and goes the "extra mile" to obtain data. Anticipates problems. Incisive thinker. Seeks pertinent information and considers various options /viewpoints. Independently seeks additional information for own use or supervisor’s use in resolving problems or making decisions.

Attitude

The degree of willingness a unit member exhibits when given responsibility and the manner in which the responsibility is carried out.

Meets Standards	Exceeds Standards
Readily accepts responsibility for job assignments. Cooperates with supervisor, peers and the people for whom s/he provides service. Unit member accepts responsibility for his/her mistakes. Consistently complies with applicable rules and regulations. Accepts new ideas but may need to be convinced or persuaded.	Excellent in cooperation. Welcomes new ideas, generates them independently. Volunteers to be helpful and of assistance to others. Is enthusiastic. Takes initiative in accomplishing department goals. Demonstrates creativity in problem solving and offers a variety of possible solutions.

Working Relationships

This only reflects on those contacts that are a regular part of the unit member’s assigned duties and indicates the ability to effectively establish and maintain productive working relationships with peers, co-workers, and other employees with whom the unit member has contact. It does not apply to the unit member’s personal popularity or lack of it.

Meets Standards	Exceeds Standards
Treats everyone with respect and fairness irrespective of job classification. Shares recognition. Listens well. Participates in team discussions to share information or problem solve but may have to be asked. Keeps relevant team members informed. Seeks input from team members.	Especially adept at establishing and maintaining productive working relationships. Suggests ways to share workload based on abilities/talents. Places welfare of the team and the solutions of problems over self-interests. Seeks rapport. Volunteers in some discussions. Demonstrates flexibility.

Reliability

Reflects dependability in attendance and punctuality.

Meets Standards	Exceeds Standards
Prudent use of available leaves. Reliable attendance and punctuality; on time to work; regularly returns from breaks and lunch in a timely manner. Requests for leaves are planned in conjunction with office workload.	Employee has an excellent attendance record and rarely misses work for unscheduled absences. Is rarely late arriving or returning to work.

The purpose and intent of the evaluation process is to promote professional growth and to provide constructive feedback regarding the unit member’s job performance. The questions below may be utilized by the supervisor and unit member being evaluated in order to develop constructive dialogue during the evaluation process.

1. What accomplishments demonstrate continuous improvement, quality customer service, team behavior?
2. What are your professional and/or personal goals for the next six (6) months? *(Optional)*
3. Are there any barriers preventing you from completing your job effectively?
4. What helps you get your job done in an efficient manner?
5. Are there problems facing the team right now?
6. What do you enjoy most about your job?
7. What do you enjoy least about your job?
8. What can I do to support you better?
9. Are there any other concerns or issues you’d like to discuss with me at our meeting?