

## Classified Employee Self-Assessment

The Eugene School District Classified Employee Evaluation system is based on the premise that all employees have a commitment and responsibility to continued improvement in their performance. The purpose of the evaluation is to improve your job performance, skill, and expertise through a systematic and constructive evaluation system.

Another purpose of the evaluation system is to record and discuss your accomplishments and strengths. Those areas where you excel and have exemplary skills or knowledge should be celebrated. Each employee engaging in honest assessment of their strengths and areas for growth is the foundation of the continuous improvement cycle that makes our district and the work we do the best it can be.

Using the Performance Evaluation Ratings in the table below, complete the Classified Employee Self-Assessment and then give the form to your supervisor, by either emailing it or providing a hard copy. Your supervisor will review your self-assessment in preparation of meeting with you to discuss your work and employment expectations.

Since it informs and gives input to your evaluation, **the Self-Assessment form should not be sent to Human Resources** to be filed in your personnel file. You and your supervisor should maintain a copy for your records.

**PERFORMANCE EVALUATION RATINGS**

<b>RATING</b>	<b>DEFINITION</b>
<b>Ineffective</b>	Minimal or no evidence of employee performing duties at an acceptable level. Performance is clearly inadequate. Immediate corrective measures are required.
<b>Area for Growth</b>	Some evidence of employee performing duties at an acceptable level. Some performance is inadequate. Corrective measures may be necessary.
<b>Effective</b>	Employee performs duties adequately and effectively. Evidence of meeting expectation.
<b>Exemplary</b>	Employee exceeds performance standard. Evidence of exceeding expectation.

EUGENE SCHOOL DISTRICT 4J

# Classified Employee Self-Assessment

Date:

<b>Employee Name:</b>		<b>Employee No:</b>	
<b>Location/Department:</b>			
<b>Position Title:</b>			

Please rate yourself on each indicator below and send this form to your supervisor. Attach additional comment sheets if necessary.	Ineffective	Area for Growth	Effective	Exemplary
1. <b>Quality of Work</b> – Work is accurate, thorough, neat, and completed in a timely manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. <b>Quantity of Work</b> – Effectively produces work in accordance with job description and the district, department, and building needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. <b>Job Knowledge</b> – Demonstrates knowledge of job duties and their purpose.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. <b>Job Skills</b> – Demonstrates skill in job performance, requiring minimal direction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. <b>Flexibility and Adaptability</b> – Learns new tasks and assignments willingly. Handles situations appropriately as they arise, even under stress.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. <b>Initiative</b> – Seeks new or additional assignments when appropriate or necessary. Involved in solving problems and offers constructive solutions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. <b>Judgment and Decision Making</b> – Uses good judgment and makes appropriate decisions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. <b>Organization</b> – Tasks are organized, prioritized, and planned out. Materials, equipment, and work area are clean, organized, and ready.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. <b>Efficiency</b> – Tasks are organized and completed efficiently. Materials are organized and used efficiently.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. <b>Care and Operation of Equipment</b> – Properly maintains and operates equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. <b>Safety</b> – Follows safety guidelines. Maintains and promotes a safe work environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. <b>Compliance</b> – Has adequate knowledge of and adheres to district, department, and building policies and regulations, including appropriate recordkeeping and documentation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. <b>Attendance</b> – Attends work and leaves at appropriate times. Complies with district, department, and building processes and procedures around the use of leaves.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. <b>Punctuality</b> – Arrives for work and work appointments on time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. <b>Appearance</b> – Appearance and attire is professional and appropriate for the work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. <b>Relationships, Communication, and Professionalism</b> – Develops effective working relationships. Represents district and board values in relationships, communication, and professionalism with all stakeholders.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**What do you see as your accomplishments during the prior evaluation period and your major strengths?**

**Considering the areas where growth may be needed, what goal(s) will you consider for the next evaluation period?**

**What might your supervisor do or provide to support and assist you in the next evaluation period?**

**SIGNATURES**

\_\_\_\_\_  
**Name of Employee (Printed)**

\_\_\_\_\_  
**Employee's Signature**

\_\_\_\_\_  
**Date**