



CLASSIFIED EMPLOYEE PERFORMANCE EVALUATION REPORT

EMPLOYEE NAME: _____ **POSITION:** _____
ASSIGNMENT START DATE: _____ **DEPARTMENT:** _____
EVALUATION DATE: _____ **SUPERVISOR:** _____

RATING: <input type="checkbox"/> 3 Mo <input type="checkbox"/> 6 Mo <input type="checkbox"/> 9 Mo (Optional) <input type="checkbox"/> 11 Mo (Final Probation) <input type="checkbox"/> Annual <input type="checkbox"/> Special			
PERFORMANCE INDICATORS	Meets or Exceeds Job Requirements	Improvement Required *	Unsatisfactory *
1) Works effectively with fellow employees and the public	<input type="checkbox"/>	<input type="checkbox"/>	Areas of Strength: <div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div>
2) Accepts and willingly carries out assignments	<input type="checkbox"/>	<input type="checkbox"/>	<div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div>
3) Responds affirmatively to constructive criticism and suggestions	<input type="checkbox"/>	<input type="checkbox"/>	Areas for Improvement: <div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div>
4) Maintains confidentiality	<input type="checkbox"/>	<input type="checkbox"/>	<div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div>
5) Follows proper channels of communication	<input type="checkbox"/>	<input type="checkbox"/>	Improvement Review Date: Goals:
6) Demonstrates correct oral & written communication skills	<input type="checkbox"/>	<input type="checkbox"/>	Other Comments:
7) Work is neat, accurate and completed timely	<input type="checkbox"/>	<input type="checkbox"/>	<div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div>
8) Sets priorities and uses time effectively; concentrates efforts on assigned tasks	<input type="checkbox"/>	<input type="checkbox"/>	Comments by employee (if desired): <div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div>
9) Demonstrates initiative, works within scope of responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div>
10) Discusses and clarifies work assignments with supervisor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> I acknowledge that my supervisor and I have discussed this report. I understand my signature does not imply agreement with this report and that I may prepare a written response which will be attached to this evaluation and placed in my personnel file.
11) Demonstrates knowledge of job duties and methods	<input type="checkbox"/>	<input type="checkbox"/>	
12) Uses resources effectively: time, materials, telephone, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> I request an appointment to discuss this performance evaluation report with the designated reviewing officer.
13) Maintains assigned work schedule; follows department procedures to the work place	<input type="checkbox"/>	<input type="checkbox"/>	(Written response or a request for an appointment to discuss this report must be received by the Human Resources Department within ten (10) working days following the date of this report.)
14) Grooming and attire are appropriate to the work place	<input type="checkbox"/>	<input type="checkbox"/>	
15) Follows safety procedures and practices	<input type="checkbox"/>	<input type="checkbox"/>	<div style="display: flex; justify-content: space-between;"> Employee Signature Date </div>
16) Effectively directs and supervises (Applicable to supervisor personnel only)	<input type="checkbox"/>	<input type="checkbox"/>	<div style="display: flex; justify-content: space-between;"> Supervisor Signature Date </div>

*NARRATIVE REQUIRED