

DICKSON COUNTY SCHOOLS
CLASSIFIED EMPLOYEE PERFORMANCE REPORT

Name _____
Last First MI

School/Dept/Division/Office/Unit _____ Position _____

Evaluator (Supervisor) _____ Title _____

Evaluation Period: From _____ To _____

DATES OF OBSERVATIONS/CONFERENCES/REVIEWS

<p>APPEARANCE: This factor concerns the employee's overall appearance in connection with the type of work performed. Consider cleanliness, grooming, neatness, and appropriateness of dress on job. COMMENTS:</p>	<p>5 4 3 2 1</p>	<p>Extremely neat, clean, appropriately dressed. Takes special care in personal dress and appearance. Generally neat, clean, and properly dressed. Sometimes untidy, careless about appearance. Untidy and careless about personal hygiene/dress.</p>
<p>INITIATIVE: This factor is concerned with resourcefulness and self-reliance. Consider the ability to develop new ideas, and the desire to attain goals. Is the employee a self-starter? COMMENTS:</p>	<p>10 8 6 3 1</p>	<p>Extremely resourceful, creative, and self-reliant. Strives hard; demonstrates desire to excel. Works steadily; occasionally submits new ideas. Shows little initiative; must be told what to do. Shows no initiative.</p>
<p>JUDGMENT: Consider the employee's judgment used in making decisions. Does the employee demonstrate the ability to think and act calmly, logically, and rapidly under stress? COMMENTS:</p>	<p>10 8 6 3 1</p>	<p>Displays outstanding ability to apply sound reason. Uses good common sense; most decisions workable. Judgment dependable on matters of routine nature. Poor use of common sense; decisions are often unsound. Jumps to conclusions; often makes costly errors.</p>
<p>ATTITUDE OF COLLABORATION: This factor appraises the employee's ability to fit into the organization, to work in harmony, and to collaborate with others. Is the employee congenial, cooperative, and a team player? COMMENTS:</p>	<p>10 8 6 3 1</p>	<p>Exceptionally collaborative; inspires high morale. Very tactful and obliging; sets good example. Usually congenial and helpful; good team worker. Inclined to resist authority and opposes new ideas. Often tactless and quarrelsome; causes friction.</p>
<p>ATTENDANCE: This factor is concerned with punctuality and time devoted to actual work. Consider promptness in reporting for assignments and the amount of time off for sick leave and personal business. COMMENTS:</p> <p>Days Absent _____ Days Tardy to Work _____ Tardy Returning to Work _____</p>	<p>10 8 6 3 1</p>	<p>Consistently punctual and on the job. Usually regular and prompt; seldom absent. Occasionally late or absent; reports absence in advance. Frequently late or absent. Habitually late or absent.</p>
<p>KNOWLEDGE OF JOB: Consider the employee's understanding of all phases of the work matters necessary for full job performance. COMMENTS:</p>	<p>15 12 9 5 1</p>	<p>Has excellent understanding of duties; requires few directions. Has good overall knowledge of duties; needs little direction. Has acceptable knowledge of duties; needs some direction. Has limited knowledge of job. Has only minimum knowledge of job.</p>
<p>QUALITY OF WORK: Consider neatness, skill, thoroughness, and accuracy in completing job assignments. Appraise the employee's performance in meeting standards of quality. COMMENTS:</p>	<p>15 12 9 5 1</p>	<p>Consistently produces high quality work. Consistently does a good job; needs little supervision. Work is usually satisfactory; needs normal supervision. Barely up to minimum standards; makes many mistakes. Below minimum standards; needs excessive checking.</p>
<p>TIME MANAGEMENT: Consider the amount and promptness of work produced based on specific job requirements. Does the employee use time wisely? COMMENTS:</p>	<p>15 12 9 5 1</p>	<p>Easily complete assignments; seeks additional work. Completes work on time; often exceeds performance standards. Works at steady pace; meets performance standards. Works slowly; produces less than required. Very slow worker; output is unsatisfactory.</p>

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DEPENDABILITY: Consider the employee's reliability in following instructions and carrying out assigned tasks with a minimum of direct supervision. Will the job be done conscientiously? COMMENTS:	15	Extremely reliable, conscientious, and industrious.
	12	Requires minimum supervision; prompt and accurate.
	9	Generally reliable and attentive to work.
	5	Somewhat unreliable; requires frequent follow-up.
	1	Requires close, constant supervision; is undependable.
RESPONSIBILITY: Consider the employee's sense of responsibility and willingness to carry out assigned duties. Does the employee think and act reasonably? Is the employee able to tell right from wrong? COMMENTS:	15	Exceptionally responsible and willing to carry out duties.
	12	Accepts responsibility without reservation.
	9	Accepts responsibility for duties as assigned.
	5	Reluctant to accept responsibility.
	1	Does not accept responsibility.

PERFORMANCE FACTORS: Record numerical score for each factor.

- Appearance _____
- Initiative _____
- Judgment _____
- Attitude of Collaboration _____
- Attendance _____
- Knowledge of Job _____
- Quality of Work _____
- Time Management _____
- Dependability _____
- Responsibility _____
- Total Numerical Rating** _____

Communication Skills:	Verbal/Nonverbal	Written
	<input type="checkbox"/> Commendable	<input type="checkbox"/> Commendable
	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Satisfactory
	<input type="checkbox"/> *Conditional	<input type="checkbox"/> *Conditional
	<input type="checkbox"/> *Unsatisfactory	<input type="checkbox"/> *Unsatisfactory

Overall Performance Rating _____

Recommendation:

- _____ Recommended for continued employment.
- _____ *Recommended for continued employment with conditions.
- _____ Not recommended for continued employment.
- _____ Temporary Contract ends.

*A Performance Rating of "Conditional" or "Unsatisfactory" on Annual Performance Report will require a follow-up evaluation within three (3) months. Complete a Professional Development Plan with specific suggestions for growth/improvement.

- Outstanding** (109-120) _____
- Above Satisfactory** (91-108) _____
- Satisfactory** (61-90) _____
- *Conditional** (41-60) _____
- *Unsatisfactory** (10-40) _____

Specific Comments/Commendations and Recommendations relative to overall job performance rating

A signature on this Classified Employee Performance Report does not necessarily mean that the employee agrees with the opinions expressed, but merely indicates that the employee has received a copy of the report and has been given the opportunity for discussion, comments and written reaction. (Must be provided to the evaluator within three (3) workdays.)

Employee Signature

Date

I have provided an opportunity for comments and written reaction to this Annual Performance Report by the employee.

Signature of Principal/Supervisor

Date

Director of Department (Central Office)

Date