

LEE COUNTY SCHOOL SYSTEM

JOB EVALUATION – CLASSIFIED EMPLOYEE

Employee's Name

Job Title

Evaluator #1

Date of Evaluation

Evaluator #2

Date of Evaluation

Evaluator #3

Date of Evaluation

(S=Satisfactory, NI=Needs Improvement, U=Unsatisfactory, NA=Not Applicable)

Work Habits

	S	NI	U	NA
1. Ability to work without constant supervision	_____	_____	_____	_____
2. Quantity of work	_____	_____	_____	_____
3. Care of equipment	_____	_____	_____	_____
4. Observation of rules and procedures	_____	_____	_____	_____
5. Safety	_____	_____	_____	_____
6. Conduct on the job	_____	_____	_____	_____
7. Promptness in reporting to work and/or leaving on time	_____	_____	_____	_____
8. Regular in Attendance	_____	_____	_____	_____

Knowledge of Job

1. Knowledge of what and how to do work required	_____	_____	_____	_____
2. Ability to organize and schedule work load	_____	_____	_____	_____
3. Knowledge of overall goal of job	_____	_____	_____	_____

Quality of Work

1. Follows job description in completing work tasks	_____	_____	_____	_____
2. Completes work on time	_____	_____	_____	_____
3. Produces acceptable completed work	_____	_____	_____	_____

Dependability

1. Consistency of performance	_____	_____	_____	_____
2. Ability to work under pressure	_____	_____	_____	_____
3. Reliability	_____	_____	_____	_____

Attitude

1. Willingness to perform duties	_____	_____	_____	_____
2. Initiative	_____	_____	_____	_____
3. Self-improvement efforts	_____	_____	_____	_____
4. Acceptance of supervision	_____	_____	_____	_____
5. Willingness to accept responsibility	_____	_____	_____	_____
6. Adaptability	_____	_____	_____	_____
7. Tactful	_____	_____	_____	_____
8. Supports policies and procedure of school and system	_____	_____	_____	_____

Staff and Community Relations

1. Ability to work harmoniously with employees, parents, and students	_____	_____	_____	_____
2. Establishes positive rapport	_____	_____	_____	_____
3. Neat, clean, and dressed properly	_____	_____	_____	_____

Evaluator 1 Comments:

Evaluator 2 Comments:

Evaluator 3 Comments:

Employees Comments:

Evaluator 1 Signature

Date

Evaluator 2 Signature

Date

Evaluator 3 Signature

Date

Employee Signature

Date: