## Stockton Unified School District CSEA 821 Classified Employees Performance Evaluation

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Recommended J Yes J No   Parmanent Employee   Unscheduled Evaluation	osition						
Permanent Employee   Permane							Permanent Status
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Distribution: White - Human Resources

Canary - Employee Pink - Supervisor

## Instructions for Use of the Performance Evaluation Report Form

## General:

- 1. After marking <u>lightly with pencil</u> each factor in Factor Check List, the rater should review the report with the principal or department head, if any. Markings and comments should then be typed or inked in. Either the rater or reviewer (or both) must review the rating with the employee in a private interview. <u>All signatures shall be in ink</u>. Changes and corrections shall be initialed by the employee and the supervisor.
- 2. If space for comments is inadequate, similarly dated and signed attachments (also in triplicate) may be made.
- 3. Due dates shall be observed and are particularly important for final probationary reports.
- 4. All probationers (either new-hire or promotional) shall be evaluated in writing at forty 40 days of probationary service and again at 80 days of employment. Probationers may be separated (or demoted if permanent in a lesser class) at any time such action is deemed necessary by the Personnel Department.
- 5. All permanent employees (who have completed at least five months of service in permanent status) shall be evaluated once each year thirty (30) days prior to the last working day of the employee.
- 6. This form is to be used for CSEA 821 classified only.
- 7. **Unscheduled reports** may be filed **at any time** to record progress achieved or specific work performance deficiencies.
- **COLUMNS E-U:** Each check mark of Exceeds Standard, Improvement Required or Unsatisfactory requires specific explanation under "Comments".

**Exceeds Standards:** Total performance is well above normal standards for the position. This evaluation should be reflected by marks for critical factors in Factor Check List, and superior or excellent performance should be noted in the section for "Comments".

**Meets Standards:** Consistently competent performance meeting or exceeding standards in all critical factors for the position.

**Improvement Required:** Total performance periodically or regularly falls short of normal standards. Specific deficiencies should be noted under "Comments". This evaluation indicates the supervisor's belief that the employee can and will make the necessary improvement.

**Unsatisfactory:** Performance clearly inadequate in one or more critical factors as explained or documented under "Comments". Employee has demonstrated inability or unwillingness to improve or meet standards. Performance not acceptable for position held. Counseling dates must be noted.

**COUNSELING DATES:** If deficiencies are noted in Factors 1 through 7, this **MUST** be completed.

- **SUMMARY EVALUATION:** Check the overall performance here, taking into account all factors and total performance over the full period of service being evaluated.
- **GOALS AND OBJECTIVES**: Record agreed-upon or prescribed performance goals for next evaluation period. Record progress on any prior Goals and Objectives.
- **SIGNATURES:** Both the rater and the employee shall date and sign the report. The employee's signature indicates the conference has been held and that an opportunity to read the report has been made. If the employee refused to sign for any reason, explain that the signature does not necessarily imply or indicate agreement with the report, and space is provided for stating any disagreement. Further refusal to sign shall be recorded and witnessed.