

<b>Arlington School District</b> <b>Performance Evaluation for Classified Employee</b>
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## Location

**Evaluation Type:**      Annual              Probationary Period      **Evaluation Date** \_\_\_\_\_ to \_\_\_\_\_

**Evaluation Notes:**

1. Ratings: U= Unsatisfactory N= Needs Improvement S= Satisfactory E= Exceeds Expectations N/A= Not Applicable
2. Ratings will be based on the "Classified Employee Evaluation Rubrics" in the PSE contract.
3. Check the appropriate rating for each criterion below, include comments as needed. Comments are required for any criterion rated as "Needs Improvement" or "Unsatisfactory".
4. Any rating of "Unsatisfactory" for any criteria other than "Attendance & Punctuality" may not be used unless the concerns were previously addressed with the employee.
5. Employees will sign the evaluation indicating they are aware of the contents and may attach comments.

CRITERIA	U	N	S	E	N/A
CUSTOMER SERVICE/HUMAN RELATIONS:					
COMMUNICATION/TEAMWORK:					
DEPENDABILITY:					
ATTENDANCE & PUNCTUALITY:					
SPECIFIC JOB FUNCTIONS (from Job Description):					
GENERAL JOB PERFORMANCE:					
<u>Comments:</u>					

**General Comments:**

Supervisor:

Employee:

Supervisor Signature

Date

Employee Signature

Date