



## Classified Performance Evaluation Form

<b>Employee Name:</b>	<b>Position:</b>
<b>Department:</b>	<b>Supervisor:</b>
<b>Evaluation Date:</b> _____	
<b>Evaluation Type:</b> <input type="checkbox"/> <b>Probationary New Employee</b> <input type="checkbox"/> Mid (65 working days) <input type="checkbox"/> Final (130 working days) <input type="checkbox"/> <b>Probationary Transfer/Promotion</b> <input type="checkbox"/> Mid (65 working days) <input type="checkbox"/> Final (130 working days) <input type="checkbox"/> <b>Permanent</b> <input type="checkbox"/> Annual Written ( <i>Odd Years</i> ) <input type="checkbox"/> Annual Conference ( <i>Even Years</i> )	
<b>*If an area is marked "Needs Improvement" or "Unsatisfactory", an improvement plan is required. Please check the box on page 2, confirming that the improvement plan is attached.</b>	
<b>Ratings:</b> <b>E:</b> Exceeds Standards <b>M:</b> Meets Standards <b>N:</b> Needs Improvement <b>U:</b> Unsatisfactory	
<b>Competencies and Performance Areas</b> ( <i>please see rubric for more details</i> )	<b>RATING:</b>
<b>WORK QUALITY</b> <ul style="list-style-type: none"> <li>• Accepts and willingly carries out assignments</li> <li>• Work is neat, accurate, and completed timely</li> <li>• Completes tasks and addresses all necessary elements of the tasks</li> <li>• Takes ownership of tasks within the job description</li> <li>• Positive feedback is received</li> </ul>	<input type="checkbox"/> <b>E</b> <input type="checkbox"/> <b>M</b> <input type="checkbox"/> <b>N</b> <input type="checkbox"/> <b>U</b>
<b>COMPLIANCE TO RULES AND REGULATIONS</b> <ul style="list-style-type: none"> <li>• Maintains assigned work schedule with regular and punctual attendance</li> <li>• Follows departmental procedures and all SLOCOE policies in the workplace including safety procedures and practices</li> <li>• Adheres to internal, local, federal, state, and governmental agency regulations</li> <li>• Ability to work independently with minimal supervision</li> </ul>	<input type="checkbox"/> <b>E</b> <input type="checkbox"/> <b>M</b> <input type="checkbox"/> <b>N</b> <input type="checkbox"/> <b>U</b>
<b>INTERPERSONAL SKILLS/PROFESSIONALISM</b> <ul style="list-style-type: none"> <li>• Works effectively with fellow employees and the public</li> <li>• Responds affirmatively to constructive criticism and suggestions</li> <li>• Collaborates and works effectively with others to achieve shared goals</li> <li>• Demonstrates effective oral &amp; written communication skills</li> <li>• Follows proper channels of communication</li> <li>• Maintains confidentiality</li> </ul>	<input type="checkbox"/> <b>E</b> <input type="checkbox"/> <b>M</b> <input type="checkbox"/> <b>N</b> <input type="checkbox"/> <b>U</b>

<b>ADAPTABILITY TO CHANGE/SHOWS INITIATIVE</b> <ul style="list-style-type: none"> <li>• Demonstrates initiative, and dependability and works within scope of responsibility</li> <li>• Anticipates needs by recognizing potential issues and taking proactive steps to address</li> <li>• Actively participates in change and the creation of new ideas</li> <li>• Discusses and clarifies work assignments with supervisor</li> <li>• Promotes teamwork</li> </ul>	<input type="checkbox"/> E <input type="checkbox"/> M <input type="checkbox"/> N <input type="checkbox"/> U
<b>JOB KNOWLEDGE</b> <ul style="list-style-type: none"> <li>• Sets priorities and uses time effectively; concentrates efforts on assigned tasks</li> <li>• Uses resources effectively: time, materials, different methods of communication, etc.</li> <li>• Demonstrates mastery over the core responsibilities and tasks associated with the role, and displays a strong understanding of all major aspects of the job.</li> <li>• Continuously monitors industry trends and policy changes to stay ahead of potential shifts, ensuring tasks are completed in alignment with current standards and practices.</li> </ul>	<input type="checkbox"/> E <input type="checkbox"/> M <input type="checkbox"/> N <input type="checkbox"/> U
Areas of Strength/Comments: (attach additional documents as needed)	
Professional Development Goals: (attach additional documents as needed)	
Employee Comments: (attach additional documents as needed)	
An Improvement Plan has been provided to the employee: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

### OVERALL RATING

Employee's immediate supervisor should check the degree that best describes the overall performance of the employee during this period. Specific written comments are required. Step increases are subject to an overall rating of "Meets Standards," or "Exceeds Standards."

☐  
**Unsatisfactory**

☐  
**Needs  
Improvement**

☐  
**Meets  
Standards**

☐  
**Exceeds  
Standards**

I hereby certify that I have reviewed this report. I understand my signature does not necessarily mean I agree with all the items checked. The Human Resources Department must receive a written response or a request for an appointment to discuss this form within ten (10) working days of the employee's receipt of this form.

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Reviewed By: \_\_\_\_\_  
Evaluator's Supervisor

Date: \_\_\_\_\_

Reviewed By: \_\_\_\_\_  
Chief Human Resources Officer

Date: \_\_\_\_\_