YUBA COUNTY OFFICE OF EDUCATION EVALUATION OF CLASSIFIED PERFORMANCE

NAME:	DATE:		
CLASSIFICATION:			
TYPE OF EVALUATION: Five Month* Permanent Unscheduled			
THE OF EVALUATION IN THE MICHAEL IN CHICAGO			
1 = MEETS STANDARDS 2 = SATISFACTORY WITH RECOMMENDATIONS 3 = UNSATISFA	ACTORY – DOES NOT ME	ET STAND	ARDS
STANDARD I – Quality of Work	1	2	3
Demonstrates knowledge of the job	•		
,			
Performs work with accuracy			
Completes work that is neat and presentable			
Maintains skill level in job area			
• • • • • • • • • • • • • • • • • • •			
Comments:	- 4		2
STANDARD II – Quantity of Work	1	2	3
Prioritizes and organizes work to meet deadlines			
Completes an expected level of work			
Utilizes resources, materials and equipment in an efficient manner Evaluates situations and makes appropriate and timely decisions.			
Evaluates situations and makes appropriate and timely decisions			
Comments:			
STANDARD III – Work Habits	1	2	3
Attends work regularly	-		
Observes established working hours			
Carries out tasks in an orderly and diligent manner			
Demonstrates the ability to work without immediate supervision			
 Complies with instructions, rules, and regulations including health and safety 	/		
precautions			
Makes effective use of time			
•			
Comments:			
STANDARD IV – Work Attitudes	1	2	3
Maintains a positive outlook towards the performance of daily responsibilities	s		
Accepts new ideas and procedures			
Accepts suggestions and constructive criticism			
Accepts responsibility willinglyDemonstrates interest in work			
Demonstrates interest in work			
Comments:			
STANDARD V – Personal Qualities	1	2	3
Maintains effective relationships with fellow employees and the public	-		
Understands and respects pupils, employees, and clients			
Demonstrates loyalty to organization and co-workers			
Is careful in appearance; dress and grooming are appropriate			
•			
Comments:			
STANDARD VI – Communication	1	2	3
 Communicates effectively in both oral and written form 			
Shares necessary information with others in an accurate and timely manner			
Maintains confidentiality			1

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Comments:			
STANDARD VII – Professional Growth	1	2	3
Shows a willingness to seek out professional growth opportunities			
Participates in appropriate conferences and workshops			
Endeavors to improve work techniques			
•			
Comments:			
STANDARD VIII – Employees Who Coordinate Work of Other Employees	1	2	3
if applicable)			
Demonstrates effective leadership			
Is fair and impartial in relationships with others			
Makes appropriate and timely decisions			
Trains and instructs employees effectively			
Plans, schedules, and makes assignments successfully			-
•			
Comments:			
STANDARD IX – Supporting all Students in Learning Environment (if	1	2	3
applicable)			
Follows lesson plan outlined by teacher			
 Follows discipline plan appropriate to educational setting to assist in maintaining student behavior 			
Engages students in appropriate learning activities			
Assists with a learning environment that promotes fairness and respect			
•			
Comments:			
ADDITIONAL COMMENTS/SPECIFIC RECOMMENDATIONS: Summary Evaluation: Meets Expectations Satisfactory w/Recommendations For Probationary Employees Only: I recommend this employee for permanent status (Complete at 5 month Evaluation)		tisfactory NO	′
(-5mploto at 6 month. Evaluation)			
My signature indicates this evaluation has been discussed with me but does not necessarily indicated the content.	ate agre	ement wi	th the
Evaluator's Signature Date Employee's Signature		Date	

This is a copy of a document that will be placed in your personnel file. You have ten (10) working days from receipt of this document to make any signed, written comments, which will be attached to the document and placed in your personnel file.