

# Nordonia Hills City Schools

## Classified Employee Performance Report



Name \_\_\_\_\_ Position \_\_\_\_\_

Building \_\_\_\_\_

Annual Report  
Probationary Report

Name/Title of Evaluator \_\_\_\_\_

**Performance Standards:** Check the phrases in each column that most nearly describe the employee's performance over the period covered by this evaluation.

**1. QUALITY OF WORK** consists of the productivity and accuracy with which duties are performed.

**A. THOROUGHNESS**

- Work was complete and accurate.
- Work was acceptable; with occasional errors.
- Work was often unacceptable and contained numerous errors.

**B. PRODUCTIVITY**

- Made effective use of time; met deadlines.
- Usually made good use of time; met most deadlines.
- Made poor use of time; frequently missed deadlines.

**C. JOB DESCRIPTION**

- Tasks performed met the standards of the job description.
- Tasks performed sometimes met the standards of the job description.
- Tasks performed seldom met the standards of the job description.

Comments: \_\_\_\_\_

**2. JOB KNOWLEDGE** consists of job information, application of efficient methods, and skills the employee has for satisfactory performance.

**A. JOB INFORMATION**

- Major aspects of job understood.
- Knowledge of some aspects of the job was incomplete.
- Knowledge about key aspects of the job was not adequate.

**B. METHODS / TECHNIQUES**

- Methods/techniques are effective and efficient.
- Some methods/techniques were ineffective and inefficient.
- Methods/techniques used were ineffective and/or inefficient.

**C. SKILLS**

- Required skills were strong.
- Some skills needed improvement.
- Needed skills were absent or below an acceptable level.

Comments: \_\_\_\_\_

**3. ATTENDANCE AND PUNCTUALITY** consists of being at work on time and following absence reporting procedures.

**A. ATTENDANCE**

- Attendance was satisfactory: \_\_\_\_\_ absences.
- Extensive absences were due to: \_\_\_\_\_.
- Abusive leave pattern indicated: \_\_\_\_\_ M/F, Holiday adjacent, etc.

**B. PUNCTUALITY**

- Reported to work on time always.
- Usually on time.
- Frequently tardy.

**C. ADHERENCE TO WORK SCHEDULE**

- Always follows established work schedule.
- Occasionally extends work break or leaves work early.
- Frequently extends work breaks or leaves work early.

**D. REPORTING**

- Always reports absences / tardies timely and per policy or N/A (never absent/late).
- Has not followed procedure at least twice.
- Seldom follows procedures.

Comments: \_\_\_\_\_

**4. WORK CHARACTERISTICS** are initiative and resourcefulness, adaptability and attitude, and ability to prioritize.

**A. INITIATIVE and RESOURCEFULNESS**

- Needs were identified and problems solved independently; was a "self-starter."
- Employee usually initiated required action and solved problems independently.
- Needs were overlooked by employee; assistance frequently required to solve problems.

**B. ADAPTABILITY**

- Accepted new ideas/technology readily; was flexible and dealt with stress in a professional manner.
- Adapted to change, but with some reservations; sometimes unable to deal with stressful situations in a professional manner.
- Refused to accept changes readily. Changes were met with tension, hostility or other ineffective behavior.

**C. ATTITUDE**

- Positive feeling about work was presented to others.
- Positive attitude typically displayed.
- Negative or hostile attitude displayed; dissatisfaction with, or open dislike for job apparent.

**D. PRIORITIZING**

- Prioritized so that changing demands were met.
- Prioritizing occasionally neglected, resulting in important tasks not being completed.
- Prioritizing ineffective, frequently resulting in assigned tasks not being completed.

Comments: \_\_\_\_\_

**5. WORKING RELATIONSHIPS** are the courtesy and tact, discretion, effective communication and positive relationships which an employee displays at work.

**A. COURTESY / TACT**

- Courtesy and tact demonstrated consistently.
- Courtesy and tact usually displayed.
- Behavior seen as tactless/discourteous; difficult to work with.

**B. DISCRETION**

- There were no known violations of job-related confidentiality, nor other inappropriate discussions of job matters.
- There were some violations of confidentiality.
- There was evidence that confidentiality was not properly observed.

**C. ORAL COMMUNICATION**

- Communicated effectively orally; attention to other speaker(s) apparent.
- Oral and listening skills usually effective.
- Talked too much or not enough to complete work effectively; poor listening skills.

**D. RELATIONSHIP WITH CO-WORKERS**

- Willing to help co-workers without being asked; demonstrated ability to work as a positive team member.
- Willing to help co-workers only if specifically asked to do so.
- Unwilling or unable to help co-workers; not an effective team member.

**E. RELATIONSHIP WITH SUPERVISOR**

- Always accepted constructive criticism and suggestions of supervisor.
- Usually accepted constructive criticism and most suggestions of supervisor.
- Did not accept constructive criticism or suggestions of supervisor; was argumentative.

Comments: \_\_\_\_\_

**6. DEPENDABILITY/INITIATIVE** - getting required work done with a minimum of supervision following instructions.

**A. SUPERVISION REQUIRED**

- Appropriate minimum supervision was required.
- Frequent supervision required to ensure work was completed.
- Excessive supervision required to ensure assigned work was completed.

**B. FOLLOWING ORAL AND WRITTEN INSTRUCTIONS**

- Instructions were followed; employee typically needed instructions only once.
- Instructions were followed with some errors; repeating of instructions was necessary.
- Instructions were frequently not followed and/or needed to be repeated frequently.

Comments: \_\_\_\_\_

**7. PERSONAL APPEARANCE** consists of the personal appearance of the employee.

- Employee was well-groomed and dressed appropriately for the workplace
- Employee was usually well-groomed; at times dressed inappropriately for the workplace.
- Employee exhibited grooming problems and/or dressed inappropriately for the workplace.

Comments: \_\_\_\_\_

**8. WORK AREA EFFICIENCY** consists of orderliness and organization of the work area for ultimate efficiency.

- Work area was always orderly and organized for efficiency.
- Some untidiness and disorganization evident which has resulted in some inefficiency.
- Work area was untidy and disorganized which has led to inefficiency.

Comments: \_\_\_\_\_

**9. USE OF EQUIPMENT** is the correct operation and maintenance of equipment expected of employee.

(Note: Evaluator may wish to indicate kinds of equipment, i.e., vehicles, etc..)

- Employee displayed appropriate knowledge of use and maintenance of equipment.
- Better judgment and knowledge was needed in using equipment.
- Assigned equipment was used carelessly or inappropriately.

Comments: \_\_\_\_\_

**10. SAFETY PRACTICES**

- Safe working procedures were followed, potential hazards were corrected; had accident-free history.
- Generally followed safe working procedures.
- Did not follow safe working procedures; occasionally took potentially unsafe shortcuts.

Comments: \_\_\_\_\_

**11. SANITATION** (for Custodial, Food Service, Instructional Aide & Other Student Contact Related Positions):

- Used approved sanitation procedures; spotted unsanitary conditions and sought to correct.
- Sanitation was at an acceptable level; expected amount of care was taken.
- Sanitation practices and procedures were not followed at an acceptable level.
- NOT APPLICABLE*

Comments: \_\_\_\_\_

**12. FOR STUDENT CONTACT RELATED POSITIONS:**

**A. LEARNING ENVIRONMENT**

- Worked well with students individually and in small groups to meet their needs.
- Worked well with some students to meet their needs.
- Did not work well with students.

**B. MOTIVATION**

- Used positive reinforcements with students; motivated and encouraged students to achieve.
- At times used positive reinforcement with students; inconsistent in encouragement of students.
- Little or no use of positive reinforcement or encouragement to succeed.

**C. STUDENT CONTROL**

- Demonstrated consistency in assisting staff to maintain and control student behavior.
- Demonstrated some ability to assist staff to maintain and control classroom behavior, but waited for teacher to direct before taking action.
- Was not able to maintain and control student behavior.

*NOT APPLICABLE*

Comments: \_\_\_\_\_

**OVERALL EMPLOYEE RATING:** The Overall Rating best describes the overall performance of the employee.

- At this time, the overall performance meets or exceeds the standards and requirements of Nordonia Schools.
- At this time, the performance needs improvement and is deficient in meeting the standards and requirements of Nordonia Schools. *(INITIATE IMPROVEMENT PLAN)*
- The performance of this employee is not meeting required standards of Nordonia Schools and is deemed unsatisfactory. *(INITIATE SEVERE CONCERN PLAN)*

**RECOMMENDATIONS AND COMMENDATIONS:** (Include explanations of ratings. Use additional page, if necessary.)

Employee's signature on performance report does indicates that the employee has seen, discussed, and been provided a copy of the report. Employee's signature does not necessarily imply agreement with the conclusions of the rater.

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Evaluator: \_\_\_\_\_ Date: \_\_\_\_\_