# Yuba County Office of Education
## Evaluation of Classified Performance

**Name:**

**Date:**

**Classification:**

**Type of Evaluation:**

- [ ] Five Month
- [ ] Eleven Month
- [ ] Permanent
- [ ] Unscheduled

<table>
<thead>
<tr>
<th>1 = Meets Standards</th>
<th>2 = Satisfactory with Recommendations</th>
<th>3 = Unsatisfactory – Does Not Meet Standards</th>
</tr>
</thead>
</table>

### Standard I - Quality of Work

- Demonstrates knowledge of the job
- Performs work with accuracy
- Completes work that is neat and presentable
- Maintains skill level in job area

**Comments:**

### Standard II - Quantity of Work

- 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

**Comments:**

### Standard III - Work Habits

- 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

- Maintains a positive outlook towards the performance of daily responsibilities
- Accepts new ideas and procedures
- Accepts suggestions and constructive criticism
- Accepts responsibility willingly
- Demonstrates interest in work

**Comments:**

### Standard V - Personal Qualities

- 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

- Communicates effectively in both oral and written form
- Shares necessary information with others in an accurate and timely manner
- Maintains confidentiality

**Comments:**
**STANDARD VII – Professional Growth**

- Shows a willingness to seek out professional growth opportunities
- Participates in appropriate conferences and workshops
- Endeavors to improve work techniques

**STANDARD VIII – Employees Who Coordinate Work of Other Employees (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

**STANDARD IX – Supporting all Students in Learning Environment (if 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

**ADDITIONAL COMMENTS/SPECIFIC RECOMMENDATIONS:**

**Summary Evaluation:**  □ Meets Expectations  □ Satisfactory w/Recommendations  □ Unsatisfactory  
For Probationary Employees Only: I recommend this employee for permanent status  □ YES  □ NO  
(Complete at 11 month Evaluation)

My signature indicates this evaluation has been discussed with me but does not necessarily indicate agreement with the content.

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.