

LEBANON SPECIAL SCHOOL DISTRICT  
**CLASSIFIED EMPLOYEE PERFORMANCE REPORT**

Name \_\_\_\_\_ SS# \_\_\_\_\_  
Last First MI

School/Dept/Division/Office/Unit \_\_\_\_\_ Position \_\_\_\_\_

Evaluator (Supervisor) \_\_\_\_\_ Title \_\_\_\_\_

Evaluation Period: From \_\_\_\_\_ To \_\_\_\_\_

**DATES OF OBSERVATIONS/ CONFERENCES/ REVIEWS**

<p><b>APPEARANCE:</b> This factor concerns the employee's overall appearance in connection with the type of work performed. Consider cleanliness, grooming, neatness, and appropriateness of dress on job.  <b>COMMENTS:</b></p>	<p><b>5</b> <b>4</b> <b>3</b> <b>2</b> <b>1</b></p>	<p>Extremely neat, clean, appropriately dressed.          Takes special care in personal dress and appearance.          Generally neat, clean, and properly dressed.          Sometimes untidy, careless about appearance.          Untidy and careless about personal hygiene/dress.</p>
<p><b>INITIATIVE:</b> This factor is concerned with resourcefulness and self-reliance. Consider the ability to develop new ideas, and the desire to attain goals. Is the employee a self-starter?  <b>COMMENTS:</b></p>	<p><b>10</b> <b>8</b> <b>6</b> <b>3</b> <b>1</b></p>	<p>Extremely resourceful, creative, and self-reliant.          Strives hard; demonstrates desire to excel.          Works steadily; occasionally submits new ideas.          Shows little initiative; must be told what to do.          Shows no initiative.</p>
<p><b>JUDGMENT:</b> Consider the employee's judgment used in making decisions. Does the employee demonstrate the ability to think and act calmly, logically, and rapidly under stress?  <b>COMMENTS:</b></p>	<p><b>10</b> <b>8</b> <b>6</b> <b>3</b> <b>1</b></p>	<p>Displays outstanding ability to apply sound reason.          Uses good common sense; most decisions workable.          Judgment dependable on matters of routine nature.          Poor use of common sense; decisions are often unsound.          Jumps to conclusions; often makes costly errors.</p>
<p><b>ATTITUDE OF COLLABORATION:</b> This factor appraises the employee's ability to fit into the organization, to work in harmony, and to collaborate with others. Is the employee congenial, cooperative, and a team player?  <b>COMMENTS:</b></p>	<p><b>10</b> <b>8</b> <b>6</b> <b>3</b> <b>1</b></p>	<p>Exceptionally collaborative; inspires high morale.          Very tactful and obliging; sets good example.          Usually congenial and helpful; good team worker.          Inclined to resist authority and opposes new ideas.          Often tactless and quarrelsome; causes friction.</p>
<p><b>ATTENDANCE:</b> This factor is concerned with punctuality and time devoted to actual work. Consider promptness in reporting for assignments and the amount of time off for sick leave and personal business.  <b>COMMENTS:</b></p> <p>Days Absent _____ Days Tardy to Work _____ Tardy Returning to Work _____</p>	<p><b>10</b> <b>8</b> <b>6</b> <b>3</b> <b>1</b></p>	<p>Consistently punctual and on the job.          Usually regular and prompt; seldom absent.          Occasionally late or absent; reports absence in advance.          Frequently late or absent.          Habitually late or absent.</p>
<p><b>KNOWLEDGE OF JOB:</b> Consider the employee's understanding of all phases of the work matters necessary for full job performance.  <b>COMMENTS:</b></p>	<p><b>15</b> <b>12</b> <b>9</b> <b>5</b> <b>1</b></p>	<p>Has excellent understanding of duties; requires few directions.          Has good overall knowledge of duties; needs little direction.          Has acceptable knowledge of duties; needs some direction.          Has limited knowledge of job.          Has only minimum knowledge of job.</p>
<p><b>QUALITY OF WORK:</b> Consider neatness, skill, thoroughness, and accuracy in completing job assignments. Appraise the employee's performance in meeting standards of quality.  <b>COMMENTS:</b></p>	<p><b>15</b> <b>12</b> <b>9</b> <b>5</b> <b>1</b></p>	<p>Consistently produces high quality work.          Consistently does a good job; needs little supervision.          Work is usually satisfactory; needs normal supervision.          Barely up to minimum standards; makes many mistakes.          Below minimum standards; needs excessive checking.</p>

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<p><b>TIME MANAGEMENT:</b> Consider the amount and promptness of work produced based on specific job requirements. Does the employee use time wisely? <b>COMMENTS:</b></p>	<p><b>15</b> <b>12</b> <b>9</b> <b>5</b> <b>1</b></p>	<p>Easily complete assignments; seeks additional work. Completes work on time; often exceeds performance standards. Works at steady pace; meets performance standards. Works slowly; produces less than required. Very slow worker; output is unsatisfactory.</p>
<p><b>DEPENDABILITY:</b> Consider the employee's reliability in following instructions and carrying out assigned tasks with a minimum of direct supervision. Will the job be done conscientiously? <b>COMMENTS:</b></p>	<p><b>15</b> <b>12</b> <b>9</b> <b>5</b> <b>1</b></p>	<p>Extremely reliable, conscientious, and industrious. Requires minimum supervision; prompt and accurate. Generally reliable and attentive to work. Somewhat unreliable; requires frequent follow-up. Requires close, constant supervision; is undependable.</p>
<p><b>RESPONSIBILITY:</b> Consider the employee's sense of responsibility and willingness to carry out assigned duties. Does the employee think and act reasonably? Is the employee able to tell right from wrong? <b>COMMENTS:</b></p>	<p><b>15</b> <b>12</b> <b>9</b> <b>5</b> <b>1</b></p>	<p>Exceptionally responsible and willing to carry out duties. Accepts responsibility without reservation. Accepts responsibility for duties as assigned. Reluctant to accept responsibility. Does not accept responsibility.</p>

**PERFORMANCE FACTORS:** Record numerical score for each factor.

- Appearance \_\_\_\_\_
- Initiative \_\_\_\_\_
- Judgment \_\_\_\_\_
- Attitude of Collaboration \_\_\_\_\_
- Attendance \_\_\_\_\_
- Knowledge of Job \_\_\_\_\_
- Quality of Work \_\_\_\_\_
- Time Management \_\_\_\_\_
- Dependability \_\_\_\_\_
- Responsibility \_\_\_\_\_
- Total Numerical Rating** \_\_\_\_\_

<b>Communication Skills:</b>	<b>Verbal/Nonverbal</b>	<b>Written</b>
	<input type="checkbox"/> Commendable	<input type="checkbox"/> Commendable
	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Satisfactory
	<input type="checkbox"/> *Conditional	<input type="checkbox"/> *Conditional
	<input type="checkbox"/> *Unsatisfactory	<input type="checkbox"/> *Unsatisfactory

**Overall Performance Rating** \_\_\_\_\_

**Recommendation:**

- \_\_\_\_\_ Recommended for continued employment.
- \_\_\_\_\_ \*Recommended for continued employment with conditions.
- \_\_\_\_\_ Not recommended for continued employment.
- \_\_\_\_\_ Temporary Contract ends.

\*A Performance Rating of "Conditional" or "Unsatisfactory" on Annual Performance Report will require a follow-up evaluation within three (3) months. Complete a Professional Development Plan with specific suggestions for growth/improvement.

**Specific Comments/Commendations and Recommendations relative to overall job performance rating**

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A signature on this Classified Employee Performance Report does not necessarily mean that the employee agrees with the opinions expressed, but merely indicates that the employee has received a copy of the report and has been given the opportunity for discussion, comments and written reaction. (Must be provided to the evaluator within three (3) workdays.)

\_\_\_\_\_  
**Employee Signature** \_\_\_\_\_  
**Date**

**I have provided an opportunity for comments and written reaction to this Annual Performance Report by the employee.**

\_\_\_\_\_  
**Signature of Principal/Supervisor** \_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Director of Department (Central Office)** \_\_\_\_\_  
**Date**