



OXNARD SCHOOL DISTRICT
1051 South A Street • Oxnard, Ca 93030 • (805) 385-1501

CLASSIFIED EMPLOYEE PERFORMANCE EVALUATION REPORT FORM

PERIOD OF REPORT \_\_\_\_\_ TO \_\_\_\_\_ END OF PROBATION \_\_\_\_\_

Employee's Name \_\_\_\_\_ Classification \_\_\_\_\_

Location \_\_\_\_\_ Date \_\_\_\_\_

Check one: [ ] 1st probationary [ ] 2nd Probationary [ ] Permanent

PERFORMANCE EVALUATION will become part of the employee's personnel file, and will be considered in relation to continued employment, attainment of permanent status, transfer, promotion, and dismissal or other disciplinary action. Choose one: E—Exceeds District Standards M—Meets District Standards N—Needs Improvement D—Does Not Meet District Standards

1. JOB KNOWLEDGE The employee possesses and maintains the required job skills.

Comments: [ ]

2. QUALITY OF WORK The employee's work is accurate, neat, well-organized, and thorough.

Comments: [ ]

3. QUANTITY OF WORK, WORK HABITS, & PRODUCTIVITY The employee works to potential, consistently completes schedules and maintains high productivity.

Comments: [ ]

4. ATTENDANCE AND PUNCTUALITY The employee is regular in attendance and is punctual.

Comments: [ ]

5. ATTITUDE The employee exhibits interest, is cooperative and a successful team worker, and accepts and adapts to change.

Comments: [ ]

6. INITIATIVE AND DEPENDABILITY The employee readily accepts responsibility and can be depended on to follow through on work assignments with minimum direction.

Comments: [ ]

7. SAFETY The employee uses and cares for equipment properly, adheres to District and governmental guidelines for safety procedures, and reports unsafe conditions. When applicable, the employee wears personal protection and uses proper equipment.

Comments: [ ]

8. WORK RELATIONSHIPS The employee is courteous and polite to staff, parents, students, and visitors, is cooperative and assists others whenever possible.

Comments: [ ]

Additional Comments:

[ ]

The Addendum to this form must be completed when this evaluation form has a rating of "Needs Improvement" or "Does Not Meet District Standards." Employee shall be reevaluated between 30 to 60 work days following the evaluation to assess progress made to date towards goals.

[ ] DO [ ] DO NOT RECOMMEND THAT THIS EMPLOYEE BE CONTINUED IN EMPLOYMENT. (Probationary employees only)

Supervisor's Signature \_\_\_\_\_ Position Title \_\_\_\_\_ Date \_\_\_\_\_

EMPLOYEE: I have seen this evaluation report, and it has been discussed with me. I understand my signature does not necessarily mean my complete agreement with all factors of the evaluation. (The employee may append comments to this evaluation by submitting them in writing to Human Resources.)

Employee's Signature \_\_\_\_\_ Position Title \_\_\_\_\_ Date \_\_\_\_\_

DISTRIBUTION: [ ] Human Resources [ ] Employee [ ] Supervisor



**ADDENDUM TO CLASSIFIED EMPLOYEE PERFORMANCE EVALUATION REPORT FORM**

This form must be completed when the Performance Evaluation includes a rating of "Needs Improvement" or "Does Not Meet District Standards." Employee must be re-evaluated within 30 to 60 work days.

Employee's Name \_\_\_\_\_

Position \_\_\_\_\_

Location \_\_\_\_\_

Date \_\_\_\_\_

Specific area(s) in which the employee does not meet job expectations:

Improvement Plan:

\_\_\_\_\_  
*Supervisor's Signature*                                  *Position Title*                                  *Date*

**EMPLOYEE:**          I have seen this evaluation report, and it has been discussed with me. I understand my signature does not necessarily mean my complete agreement with all factors of the evaluation. (Employee may append comments to this evaluation by submitting them in writing to Human Resources)

\_\_\_\_\_  
*Employee's Signature*                                  *Position Title*                                  *Date*

DISTRIBUTION:       Human Resources               Employee               Supervisor

## **EVALUATION CATEGORY DEFINITIONS**

1. **JOB KNOWLEDGE**  
The employee possesses and maintains the required job skills.
2. **QUALITY OF WORK**  
The employee's work is accurate, neat, well-organized and thorough.
3. **QUANTITY OF WORK, WORK HABITS, AND PRODUCTIVITY**  
The employee works to potential, consistently completes schedules and maintains high productivity.
4. **ATTENDANCE AND PUNCTUALITY**  
The employee is regular in attendance and is punctual.
5. **ATTITUDE**  
The employee exhibits interest, is cooperative and a successful team worker, and accepts and adapts to change.
6. **INITIATIVE AND DEPENDABILITY**  
The employee readily accepts responsibility and can be depended on to follow through on work assignments with minimum direction.
7. **SAFETY**  
The employee uses and cares for equipment properly, adheres to District and governmental guidelines for safety procedures, and reports unsafe conditions. When applicable, the employee wears personal protection and uses proper equipment.
8. **WORK RELATIONSHIPS**  
The employee is courteous and polite to staff, parents, students and visitors, is cooperative and assists others whenever possible.
9. **SUPERVISORY ABILITY**  
Is fair and impartial; demonstrates effective leadership, decision making, training and instruction of subordinates; initiates planning; effectively assigns, praises, disciplines and evaluates personnel and satisfactorily completes work assigned.

Proficiency in training employees and in planning, organizing, laying out and getting out work, leadership; promptness of action, soundness of decision; application of good management principles.

## **EVALUATION RANKING DEFINITIONS**

### **Exceeds District Standards**

The employee's job performance during the evaluation period has exceeded expectations; the employee's performance exceeds that which is normally required, definitely exceptional.

### **Meets District Standards**

The employee's job performance during the evaluation period has met expectations; the employee's performance meets that which is normally required.

### **Needs Improvement**

The employee's job performance during the evaluation period needs improvement and has not met expectations; therefore, an improvement plan will be established.

### **Does Not Meet District Standards**

The employee's job performance during the evaluation period has not met minimum expectations, or, where applicable, the goals set in an improvement plan were not met.