

**Sheridan School District 48J  
Classified Performance Evaluation**

Name: \_\_\_\_\_ Job Location: \_\_\_\_\_ Date: \_\_\_\_\_

Job Title: \_\_\_\_\_ Evaluator: \_\_\_\_\_

Time Period: From \_\_\_\_\_ to \_\_\_\_\_ Probationary:  1 month  2 month  Annual

<b>CORE STANDARD: JOB KNOWLEDGE</b>	<b>Does Not Meet</b>	<b>Occasionally Meets</b>	<b>Proficient</b>	<b>Exceptional</b>
1. Perform job procedures and responsibilities.				
2. Attain & maintain appropriate licenses, certifications and trainings.				
3. Identify and use all available resources including equipment & technology that is necessary for the position.				
<b>Comments:</b>				
<b>CORE STANDARD: COMMUNICATION &amp; INTERPERSONAL SKILLS</b>	<b>Does Not Meet</b>	<b>Occasionally Meets</b>	<b>Proficient</b>	<b>Exceptional</b>
4. Listen carefully and ask questions when needed.				
5. Understand and follow instructions.				
6. Respond to requests in a timely manner with complete information.				
7. Collaborate with others to complete tasks and solve problems when appropriate.				
8. Demonstrate effective written and verbal communication skills.				
9. Communicate in a courteous, tactful and constructive manner.				
10. Contribute to open communication between self and Principal.				
11. Keep appropriate records.				
<b>Comments:</b>				
<b>CORE STANDARD: PLANNING &amp; ORGANIZATION</b>	<b>Does Not Meet</b>	<b>Occasionally Meets</b>	<b>Proficient</b>	<b>Exceptional</b>
12. Complete assignments within time limits.				
13. Prioritize tasks effectively.				
14. Display initiative.				
<b>Comments:</b>				

<b>CORE STANDARD: JOB PERFORMANCE</b>	<b>Does Not Meet</b>	<b>Occasionally Meets</b>	<b>Proficient</b>	<b>Exceptional</b>
15. Display neatness, accuracy and skillfulness.				
16. Organize work responsibilities.				
17. Demonstrate ownership and task-orientation in work.				
18. Uses resources efficiently and effectively.				
<b>Comments:</b>				
<b>CORE STANDARD: PROFESSIONALISM</b>	<b>Does Not Meet</b>	<b>Occasionally Meets</b>	<b>Proficient</b>	<b>Exceptional</b>
19. Attend work and work-related activities regularly and on time.				
20. Exhibit professional demeanor appropriate to position, including dress, grooming, hygiene & language.				
21. Adapt to changes in job duties.				
22. Exercise discretion and/or safeguard confidential information.				
23. Make sound decisions.				
24. Delegate and/or demonstrate responsibility.				
25. Work independently.				
26. Demonstrate interest in personal professional development.				
27. Set and achieve personal goals.				
28. Treat all persons with respect and civility, value diversity and resolve conflicts professionally.				
29. Develop and maintain professional relationships with colleagues and the public.				
30. Share job knowledge and experience to promote unit's overall efficiency and productivity.				
<b>Comments:</b>				
<b>CORE STANDARD: JOB KNOWLEDGE</b>	<b>Does Not Meet</b>	<b>Occasionally Meets</b>	<b>Proficient</b>	<b>Exceptional</b>
31. Apply appropriate district, building and departmental policies, procedures, and work rules.				
32. Adhere to safety practices and procedures appropriate to job responsibilities.				
<b>Comments:</b>				

**Progress Since Previous Evaluations:**

**Goal to Achieve During Next Evaluation Period:**

**Additional Evaluator Comments:**

**Employee Comments:**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Evaluator Signature

\_\_\_\_\_  
Date

Employee's signature signifies reading the material to be filed & does not necessarily indicate agreement with its content.

Original: Personnel File

Copy: Employee

Copy: Principal