

- ☐ Permanent Employee
☐ Probationary Employee

BONITA UNIFIED SCHOOL DISTRICT PERFORMANCE REPORT FOR CLASSIFIED EMPLOYEES

Full Name _____ Date of Employment _____
 Assignment _____ Date of Assignment _____ Dept/School _____
 Evaluation Period _____ to _____ Date of Report _____

	Commendable	Meets Requirements of Position	Below Work Performance Requirements
WORK HABITS			

- | | | | | |
|---|----|--------------------------|--------------------------|--------------------------|
| a. Complies with instructions, rules, and regulations. | a. | ☐ | ☐ | ☐ |
| b. Knows what to do and how to do it. Knows job responsibilities. | b. | ☐ | ☐ | ☐ |
| c. Plans well. Keeps work organized and up to date. | c. | ☐ | ☐ | ☐ |
| d. Regularly attends work and advises supervisor of absence according to procedures. | d. | ☐ | ☐ | ☐ |
| e. Is on time for work at beginning of shift, after breaks and lunch. | e. | ☐ | ☐ | ☐ |
| f. Uses good judgment. | f. | ☐ | ☐ | ☐ |
| g. Works without close supervision. Demonstrates responsibility. | g. | ☐ | ☐ | ☐ |
| h. Takes proper care of school property | h. | ☐ | ☐ | ☐ |
| i. Shows interest in work. Tries to improve work methods. Is alert to better ways to get the job done more efficiently. Offers ideas for improvement. | i. | ☐ | ☐ | ☐ |

RELATIONSHIP WITH OTHERS

- | | | | | |
|--|----|--------------------------|--------------------------|--------------------------|
| a. Shows good attitude toward other employees and supervisor | a. | ☐ | ☐ | ☐ |
| b. Shows willingness to assist others and to carry out job responsibilities. | b. | ☐ | ☐ | ☐ |

WORK PERFORMANCE

- | | | | | |
|--|----|--------------------------|--------------------------|--------------------------|
| a. Produces quality and/or accurate work. | a. | ☐ | ☐ | ☐ |
| b. Carries out duties in an effective and efficient manner | b. | ☐ | ☐ | ☐ |

GENERAL

- | | | | | |
|--|----|--------------------------|--------------------------|--------------------------|
| a. Is alert to unsafe work practices. | a. | ☐ | ☐ | ☐ |
| b. Uses tools, machines, equipment, etc. in proper manner. | b. | ☐ | ☐ | ☐ |
| c. Other areas of performance not included above which are within job description. | c. | ☐ | ☐ | ☐ |

HRS ☐

COMMENDATIONS AND RECOMMENDATION

Identify areas of strength and/or suggestions for improvement in this section. Comments may be made on any of the ratings; however, a comment is required on any item checked "below work performance standards."

GOALS AND IMPROVEMENT PROGRAMS

Immediate and/or long term plans discussed at the time of the evaluation conference should be identified in the space below. An improvement program should be indicated in any area marked "below work performance standards."

I have reviewed this evaluation, discussed it with my immediate supervisor, and my signature does not of itself imply agreement to the evaluation. I wish to respond in writing to this evaluation ☐ and/or I wish to discuss it further ☐.

Employee _____ Date _____

Supervisor _____ Date _____

EMPLOYEE COMMENTS

Supervisor:

If this employee is probationary, do you recommend for permanency? Yes ☐ No ☐*

* If no, call Human Resources and a meeting will be arranged with employee.

Routing: Copy to Employee – Original to Personnel – Copy to Supervisor