



Classified Staff Evaluation

Employee Name: _____

Position: _____

Standard	Description	Meets Standard	Does Not Meet Standard	Comment
Planning & Preparation	<i>Organization; understanding of essential duties; being prepared for assignments</i>			
Relationships & Attitude	<i>Works independently and with other employees, students and parents; has positive interpersonal communication</i>			
Professional Responsibilities	<i>Confidentiality, promptness, accuracy, adaptability</i>			
Growth & Learning	<i>Accepting new responsibilities, adapts to changes, strives for improvement, demonstrates initiative</i>			
Additional Comments				

Supervisor: _____

Signature: _____

Date: _____

CC: Employee/Human Resources