

**BEVERLY HILLS UNIFIED SCHOOL DISTRICT - IA
CLASSIFIED EVALUATION STANDARDS**

() Permanent () 3 Month () 6 Month

EMPLOYEE NAME

POSITION TITLE

SITE

**EVALUATION PERIOD
(FROM AND TO DATES)**

SCHOOL YEAR

WORK HABITS

(1) UNSATISFACTORY		(2) NEEDS IMPROVEMENT		(3) MEETS/EXCEEDS	
Excessive absences without proper notification; frequent unexcused tardiness		Sometimes absent without proper notification; some unexcused tardiness		Never absent without proper notification; on time	
Misses timelines; cannot set appropriate priorities		Has difficulty meeting timelines and setting priorities		Meets timelines; sets priorities with some direction	
Cannot work without direct supervision		Frequently needs direct supervision		Needs little direct supervision	
Careless with District property		Sometimes careless with District property		Handles District property with care	
Disregards accepted or posted safety procedures		Sometimes disregards accepted or posted safety procedures		Complies with all accepted and posted safety procedures	

COMMENTS:

QUALITY OF WORK

(1) UNSATISFACTORY		(2) NEEDS IMPROVEMENT		(3) MEETS/EXCEEDS	
Work is rarely accurate, neat or thorough		Work not always accurate, neat or thorough		Work is accurate, neat and thorough	

COMMENTS:

RELATIONSHIPS WITH OTHERS

(1) UNSATISFACTORY		(2) NEEDS IMPROVEMENT		(3) MEETS/EXCEEDS	
Lacks tact and is discourteous and unfriendly		Not always tactful, courteous or friendly		Is friendly, courteous and tactful	
Is unable to work with others		Experiences difficulty working with others		Works well with others	
Ineffective in dealing with public and colleagues		Not always effective in dealing with public and colleagues		Effective in dealing with public and colleagues	

COMMENTS:

PERSONAL QUALITIES

(1) UNSATISFACTORY		(2) NEEDS IMPROVEMENT		(3) MEETS/EXCEEDS	
Is not dependable		Sometimes not dependable		Consistently dependable and anticipates needs	
Does not initiate tasks without direction		Rarely initiates tasks without direction		Usually initiates tasks without direction	
Uses poor judgment		Sometimes uses poor judgment		Consistently utilizes good judgment	
Does not meet standards of appearance for position		Does not always meet standards of appearance for position		Meets standards of appearance for position	
Allows personal problems to interfere with work		Sometimes lets personal problems interfere with work		Rarely lets personal problems interfere with work	
Uses District time for personal business		Sometimes uses District time for personal business		Rarely uses District time for personal business	

COMMENTS:

SKILLS		
(1) UNSATISFACTORY	(2) NEEDS IMPROVEMENT	(3) MEETS/EXCEEDS
Lacks initiative to acquire job knowledge and learn procedures	Inconsistent in applying job knowledge and procedures	Demonstrates knowledge of job and procedures
Does not utilize efficient methods	Inconsistent in applying effective methods	Consistently applies effective methods
Has limited knowledge in use of equipment and resources	Does not apply knowledge of proper use of equipment and resources	Demonstrates basic knowledge in use of equipment and resources

COMMENTS:

ATTITUDES		
(1) UNSATISFACTORY	(2) NEEDS IMPROVEMENT	(3) MEETS/EXCEEDS
Shows no enthusiasm for work	Seldom demonstrates enthusiasm for work	Demonstrates enthusiasm for work
Consistently disregards rules and regulations	Sometimes disregards rules and regulations	Complies with all rules and regulations
Resists change	Slow to adapt to change	Readily adapts to change
Resists suggestions from improvement	Seldom willing to accept suggestions for work improvement	Accepts suggestions for work improvement
Is inefficient	Inconsistent in work produced	Is efficient in work produced

COMMENTS:

ADDITIONAL COMMENTS:

NOTE: The signature of the employee does not necessarily indicate agreement with the evaluation. It merely documents the evaluation. This evaluation will be placed in your personnel file. You have ten (10) working days from receipt of this document to make any signed, written comments you wish which will be attached to the evaluation.

EVALUATOR'S SIGNATURE: _____ **DATE:** _____

EMPLOYEE'S SIGNATURE: _____ **DATE:** _____

Check here if comments or Form 2 are attached

Reviewing Administrator's Initial:

DISTRIBUTION: EMPLOYEE SUPERVISOR HUMAN RESOURCE OFFICE

**BEVERLY HILLS UNIFIED SCHOOL DISTRICT - IA
CLASSIFIED EVALUATION PART II**

(THIS FORM MUST BE UTILIZED BY THE EVALUATOR WHEN AN EMPLOYEE RECEIVES A RATING OF "NEEDS IMPROVEMENT" OR AN "UNSATISFACTORY" RATING.)

NAME	SITE	DATE OF CONFERENCE
() Probationary () Permanent		
I. Specific deficiencies (From Evaluation Standards):		
II. To assist you in improving in the standard(s), I offer the following suggestions and /or assistance (to be completed with employee:		
III. The following expectations must be met:		

These deficiencies in performance must be corrected by: _____

The next evaluation conference shall take place on or about: _____

Evaluator's Signature: _____	Employee Signature: _____
Date: _____	Date: _____
<p>The employee's signature acknowledges that he/she has seen and discussed the Performance Evaluation. However, it does not necessarily imply agreement with the conclusions of the evaluator(s). This evaluation will be placed in the employee's personnel file. The employee has ten (10) work days from the receipt of this document to make any signed, written comments. The comments will be attached to the evaluation.</p>	

Distribution: Human Resource Office Employee Supervisor