

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

( ) Permanent ( ) 3 Month ( ) 6 Month

<b>EMPLOYEE NAME</b>	
<b>POSITION TITLE</b>	<b>SITE</b>
<b>EVALUATION PERIOD (FROM AND TO DATES)</b>	<b>SCHOOL YEAR</b>

**WORK HABITS**

<b>(1) UNSATISFACTORY</b>	<b>(2) NEEDS IMPROVEMENT</b>	<b>(3) MEETS/EXCEEDS</b>
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 or no 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:**

<b>QUALITY OF WORK</b>		
<b>(1) UNSATISFACTORY</b>	<b>(2) NEEDS IMPROVEMENT</b>	<b>(3) MEETS/EXCEEDS</b>
Work is rarely accurate, neat or thorough	Work not always accurate, neat or thorough	Work is accurate, neat and thorough

**COMMENTS:**

<b>RELATIONSHIPS WITH OTHERS</b>		
<b>(1) UNSATISFACTORY</b>	<b>(2) NEEDS IMPROVEMENT</b>	<b>(3) MEETS/EXCEEDS</b>
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:**

<b>PERSONAL QUALITIES</b>		
<b>(1) UNSATISFACTORY</b>	<b>(2) NEEDS IMPROVEMENT</b>	<b>(3) MEETS/EXCEEDS</b>
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 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 - OTBS  
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.)

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

*These deficiencies in performance must be corrected by:* \_\_\_\_\_

*The next evaluation conference shall take place on or about:* \_\_\_\_\_

<b>Evaluator's Signature:</b> _____	<b>Employee Signature:</b> _____
<b>Date:</b> _____	<b>Date:</b> _____
<p><b>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.</b></p>	

**Distribution:**            Human Resource Office             Employee             Supervisor