

WARREN COUNTY SCHOOLS		CLASSIFIED EMPLOYEE PERFORMANCE REVIEW	
Type of Review: Annual <input type="checkbox"/> Probationary <input type="checkbox"/> Terminal <input type="checkbox"/>		Date:	
Name: (Last) (First) (Middle)		Social Security Number	
Position		From:	To:
Location		Rating Period	
KEY: O = Outstanding MS = More Than Satisfactory S = Satisfactory NI = Needs Improvement U = Unsatisfactory			
NOTE: For items rated NI (Needs Improvement) or U (Unsatisfactory) the supervisor and employee will prepare an Employee Improvement Plan.			
1.	KNOWLEDGE OF JOB Employee's understanding of all phases of the position and related matters that are required for successful job performance.	O <input type="checkbox"/>	MS <input type="checkbox"/> S <input type="checkbox"/> NI <input type="checkbox"/> U <input type="checkbox"/>
2.	QUANTITY OF WORK Amount of acceptable work produced and promptness based on specific job requirements; ability to meet volume levels over which the employee has control.	O <input type="checkbox"/>	MS <input type="checkbox"/> S <input type="checkbox"/> NI <input type="checkbox"/> U <input type="checkbox"/>
3.	QUALITY OF WORK Accuracy, thoroughness, and ability to perform the required functions of the position.	O <input type="checkbox"/>	MS <input type="checkbox"/> S <input type="checkbox"/> NI <input type="checkbox"/> U <input type="checkbox"/>
4.	RELATIONSHIPS WITH OTHERS Employee's ability to get along with others (peers, supervisors, other district employees and the public); the use of tact, diplomacy and self-control.	O <input type="checkbox"/>	MS <input type="checkbox"/> S <input type="checkbox"/> NI <input type="checkbox"/> U <input type="checkbox"/>
5.	DEPENDABILITY Manner in which the employee follows in carrying out assigned tasks; amount of direct supervision that is required and sense of responsibility.	O <input type="checkbox"/>	MS <input type="checkbox"/> S <input type="checkbox"/> NI <input type="checkbox"/> U <input type="checkbox"/>
6.	ATTENDANCE Frequency of absences, punctuality, adherence to work hours and effect on work performance.	O <input type="checkbox"/>	MS <input type="checkbox"/> S <input type="checkbox"/> NI <input type="checkbox"/> U <input type="checkbox"/>
7.	ADAPTABILITY Employee's ability to perform assigned work under changing conditions.	O <input type="checkbox"/>	MS <input type="checkbox"/> S <input type="checkbox"/> NI <input type="checkbox"/> U <input type="checkbox"/>
8.	JUDGEMENT Judgment used in making day-to-day decisions; employee demonstrates the ability to think and act logically and appropriately.	O <input type="checkbox"/>	MS <input type="checkbox"/> S <input type="checkbox"/> NI <input type="checkbox"/> U <input type="checkbox"/>
9.	UTILIZATION OF DISTRICT ASSETS Care given to use of equipment, tools, and materials provided by the district.	O <input type="checkbox"/>	MS <input type="checkbox"/> S <input type="checkbox"/> NI <input type="checkbox"/> U <input type="checkbox"/>

Original: Teacher

Copy: _____ Principal

HR-101

Revised 09/2004

_____ Team/Mentor/Others

