

# Jefferson County Schools

## Classified Employee Evaluation Checklist

Job Title \_\_\_\_\_ 90-day \_\_\_\_\_ Annual \_\_\_\_\_ Other \_\_\_\_\_

Employee Name \_\_\_\_\_ Date of Evaluation \_\_\_\_\_

Job Site: \_\_\_\_\_ Evaluator: \_\_\_\_\_

Job Standards: Satisfactory    Needs improvement\*    Unsatisfactory\*

1. Adequately performs job duties for the position efficiently.			
2. Follows Jefferson County Board of Education policies, local school policies, and rules/regulations pertaining to position.			
3. Displays good attendance and reports to work on time.			
4. Supports school personnel.			
5. Displays a cooperative attitude with supervisors, co-workers, students, and parents.			
6. Maintains professional confidentiality.			
7. Maintains appropriate personal appearance; selects attire appropriate for job/position.			
8. Readily adapts to new circumstances.			
9. Accepts constructive criticism.			

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Evaluator \_\_\_\_\_ Date \_\_\_\_\_

\*Must give description of area(s) that need improvement or are unsatisfactory (use back of form if necessary):

**Original: personnel file (send to HR department)    Copy: on-site file    Copy: employee**