

CONFIDENTIAL EVALUATION FORM

		Direct Manager: MANAGER NAME
EMPLOYEE NAME		
Biennial Confidential Evaluation Program I (due 04/30/____) Due Date: _____		
General Information		
Position	Division	Evaluation Type
Department	Class Spec	
Ratings Summary :		
Rater	Type	
EMPLOYEE NAME	Self Rater	
MANAGER NAME	Rater	
Content		
Narrative Section Text Only		
Performance Narrative		
Accomplishments		
Discuss accomplishments/successes during the current evaluation period.		
Rater	Comment	
EMPLOYEE NAME		
MANAGER NAME		
Challenges		
Discuss challenges experienced during the current evaluation period.		
Rater	Comment	
EMPLOYEE NAME		
MANAGER NAME		

Professional Development

Describe any efforts or activities undertaken for professional growth and development during the current evaluation period. Indicate activities or training you would like to participate in for professional growth and development.

Rater	Comment
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EMPLOYEE NAME

Test Manager

Support

Describe ways in which the district and/or supervisor can assist in achieving your goals for the next evaluation period.

Rater	Comment
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EMPLOYEE NAME

MANAGER NAME

Future Goals

Describe any goals you wish to set for the upcoming evaluation period.

Rater	Comment
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EMPLOYEE NAME

MANAGER NAME

Additional Comments (if any):

Rater	Comment
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EMPLOYEE NAME

MANAGER NAME

Competency Section | Classified 5-Point Ratings

Measures of Performance

Job Knowledge

Demonstrates comprehensive and up to date knowledge of the job and understands how the job relates to other operations within and outside of the department. Has the functional and technical knowledge and skills to perform at a high level of accomplishment.

Rater & Rating	Comment
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MANAGER NAME

Work Quantity

Amount of work performed

Rater & Rating

Comment

MANAGER NAME

Attention to Detail

Is thorough and accurate in all assignments. Diligently attends to details and maintains a high degree of quality in one's work.

Rater & Rating

Comment

MANAGER NAME

Planning

Accurately scopes out length and difficulty of tasks and projects. Sets goals and objectives, and includes appropriate people in planning process.

Rater & Rating

Comment

MANAGER NAME

Attendance

Punctual, observe work hours and rest periods

Rater & Rating

Comment

MANAGER NAME

Team Work

Works collaboratively with others, gets help when needed, shares knowledge, and contributes to a positive work environment.

Rater & Rating

Comment

MANAGER NAME

Dependability

Can be relied upon consistently

Rater & Rating

Comment

MANAGER NAME

Narrative Section | Text Only

Employee Development

Development Area

Indicate the result or characteristic area(s) needing improvement for current job responsibilities.

Rater

Comment

MANAGER NAME

Development Activity

Indicate training, special assignments, project, job rotation, etc.

Rater

Comment

MANAGER NAME

Career Advancement: Development Area

Indicate the result or characteristic area (s) needing improvement for enhancing opportunities for career development.

Rater

Comment

MANAGER NAME

Career Advancement: Development Activity

Indicate training, special assignments, project, job rotation, etc.

Rater

Comment

MANAGER NAME

Evaluation Overall Section | Text Only

Overall Assessment

Provide an overall assessment of the employee's performance during the evaluation period, and specify major strengths and areas needing improvement.

Notes & Attachments

Created By
System

Created On
DATE

Attachment

Confidential Handbook -
Section 5.13
Evaluations.pdf

Note

Confidential Handbook Section 5.13 - Evaluations

Process

Rater Certification Message: By clicking certify and submit, you confirm that your rating is complete and accurate. Once your rating is submitted, you will no longer be able to make changes without administrator assistance.

1

Rater
EMPLOYEE NAME

2

Rater
MANAGER NAME

3

Signature
EMPLOYEE NAME

X _____

4

Signature
MANAGER NAME

X _____