

Classified Employee Evaluations (These are to be used only as guidelines)

	<u>Unsatisfactory</u> - <i>Performance is not acceptable at SLOCOE. Employee has been counseled and is not improving.</i>	<u>Needs Improvement</u> <i>Performance less than expected. Employee will be monitored with Improvement Plan until performance improves or is deemed unsatisfactory.</i>	<u>Meets Standards</u> <i>Performance that is expected of a SLOCOE employee.</i>	<u>Exceeds Standards</u> <i>Performance which is better than expected of a fully competent employee. This is the desired performance that employees should strive to meet.</i>
1. Work Quality	Work is sloppy, inaccurate, late and/or incomplete. Supervisor has discussed this with the employee without significant improvement.	Work is sloppy, inaccurate, late and/or incomplete, and may need to be redone.	Work is consistently neat, accurate timely, and complete.	Work is noticeably outstanding with no mistakes and of excellent quality. Frequent compliments are heard about the quality, and samples may be used to share.
2. Compliance to Rules and Regulations	Direct supervision is required to get the job done. Policies, procedures, and instructions are not followed (such as leave procedures, safety practice, etc.). Supervisor has discussed this with the employee without significant improvement.	Supervision is required to get the assigned work done. Instructions are frequently not followed and/or need to be repeated. Occasional lapses occur in following policies and procedures (leave procedures, safety practices...)	Minimum of supervision is required. Minimal instructions are needed. Policies and procedures are followed (leaves, safety practices...).	Little or no supervision is required. Needs are anticipated in advance. Rules and procedures are understood and can be explained to others.
3. Interpersonal Skills / Professionalism	Relationships with others are poor. Supervisor has discussed this with the employee without significant improvement. Some of the following have been observed: <ul style="list-style-type: none"> Behavior often seen as tactless or discourteous. Confidentiality is breached. Employee does not accept suggestions for improvement. 	Relationships need improvement. Some of the following have been observed: <ul style="list-style-type: none"> Occasional lapses of courtesy and tact have been displayed. Confidentiality is sometimes compromised. Employee is reluctant to accept suggestions for improvement. 	Strong working relationships are displayed. All of the following have been observed: <ul style="list-style-type: none"> Behaves in a manner appropriate to the work environment. Confidentiality is maintained. Accepts constructive suggestions and improves performance based on the feedback 	Represents the organization in a positive manner and is a role model when dealing with people. All of the following have been observed: <ul style="list-style-type: none"> Treats others in a professional, responsible, and respectful manner. Models and promotes clear, frequent, and honest communication. Values individual initiative, and continuous improvement.

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				<ul style="list-style-type: none"> • Mentors others.
4. Adaptability to Change/ Shows Initiative	Adapting to change, noticing needs, and/or problem solving is not evident. Supervisor has discussed this with the employee without significant improvement.	Difficulty adapting to change is evident. Needs were overlooked or not seen by employee; assistance was required to solve problems.	Adaptability to change and new ideas is evident. Needs were identified by the employee and problems were solved independently. Employee is a self-starter.	Actively participates in change and the creation of new ideas. Goes out of his or her way to anticipate problems, questions, and situations before they occur. Solutions are researched and presented.
5. Job Knowledge	Job knowledge to be successful is not evident. Methods and skills are unacceptable. Supervisor has discussed this with the employee without significant improvement.	Knowledge about key aspects of the job is inadequate. Methods are ineffective or inefficient. Skills needed improvement.	Major elements of the job are understood. Methods used are efficient. Required skills are present.	Strong knowledge of all aspects of the job is evident. Methods used are very effective. Required skills are strong.