

SAMPLE CITY/COUNTY SCHOOL SYSTEM

CENTRAL JUNIOR HIGH SCHOOL

NAME: Mr. James Williams  
DATE: November 11, 2007  
POSITION: Custodian

SS#: \_\_\_\_-\_\_-\_\_\_\_  
SCHOOL YEAR: 2006/2007

CLASSIFIED PERSONNEL REPORT

Based on your observations, address each of the following areas using statements which accurately reflect the quality of performance.

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1. QUANTITY OF WORK

1.1 Work is thorough, accurate, and meets quality standards:  
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Work is consistently thorough. Produces work of highest quality and shows care in its preparation.

1.2 Keeps work consistently on schedule:  
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Exceptionally rapid worker; work is consistently completed ahead of scheduled deadlines.

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2. COMMUNICATION

2.1 Able to convey ideas in written and verbal form:  
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Has excellent written and verbal communication skills.

2.2 Dealing with confidential information:  
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Maintains strict confidence in dealing with records and information.

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3. ATTENDANCE

3.1 Conforms to established work hours:  
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Very prompt; regular in attendance, and always punctual.

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4. APPEARANCE

4.1 Clean, well groomed, neat and appropriately dressed:  
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Well groomed; appearance and personal hygiene are exceptional.

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5. KNOWLEDGE OF JOB

5.1 Understands work assigned and demonstrates the required skills:  
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Exceptionally well informed. Knowledge and skills exceed requirements.

5.2 Ability to delegate tasks:  
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Consistently willing to delegate and is skilled in doing so.

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6. INITIATIVE

6.1 Keeps busy, initiates innovative ways of improving work setting:  
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Continually uses own initiative; often suggests changes to improve work.

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7. RELATIONSHIPS WITH PEOPLE

7.1 Has a pleasant attitude and is cooperative:  
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Works exceptionally well with others; polite and very tactful in dealing with the public and fellow colleagues.

7.2 Attitude toward constructive criticism:  
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Is open to constructive criticism and acts upon it responsibly.

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8. SUPERVISORY ABILITY

8.1 Supervises others to accomplish the assigned work:  
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Outstanding supervisor ability; gets others to accomplish work even under most difficult conditions.

8.2 Leadership of others:  
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Very creative, stimulating, and an outstanding leader.

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9. ATTENDS IN-SERVICE ACTIVITIES

9.1 Attends in-service activities:  
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Attends, plans, and submits ideas for in-service activities.

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10. OVERALL PERFORMANCE

10.1 Overall Evaluation:  
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Exceeds Performance Expectations; employee exceeds job requirements.

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11. EMPLOYMENT RECOMMENDATIONS

11.1 Employment Recommendation:  
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I recommend appointment/continuing employment.

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EVALUATOR'S SUMMARY COMMENTS

Line one.

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Signed _____	____/____/____
Employee	Date
Signed _____	____/____/____
Evaluator	Date

Signature means only that the employee has seen and reviewed this document. The employee may attach his/her comments to this form.