



# Classified Performance Report

Washington Unified  
School District  
7950 S. Elm Ave.  
Fresno, CA 93706  
(559) 495-5600  
[www.washingtonunified.org](http://www.washingtonunified.org)

<b>Employee Name:</b>	<b>Date of Hire:</b>	<b>Location Name:</b>
<b>Position Title:</b>	<b>Due Date:</b>	
	Mo.	Yr.
<input type="checkbox"/> <b>First Probationary</b> <input type="checkbox"/> <b>Final Probationary</b>		

RATING DEFINITIONS:	
<b>Exceeds Expectations (4)</b>	Performance consistently meets and often exceeds all objectives and expectations. Produces or exceeds expected results while demonstrating behaviors within and often beyond the competency expectations. Solid contributions are recognized by others in the organization.
<b>Meets Expectations (3)</b>	Performance meets most or all objectives and expectations. Produces expected results that meet the needs and expectations of the role and for the team. Models behaviors within the competency expectations.
<b>Growth Needed (2)</b>	May have met some performance objectives but has not yet met all performance objectives and behavioral expectations. Improvement and/or growth is needed. Growth and Learning = New to role, position, duties or assignment with additional learning required. Improvement = Immediate improvement is needed due to inconsistent performance and/or behavior.
<b>Does Not Meet Expectations (1)</b>	May have met some performance objectives, but overall fails to meet performance and behavioral expectations. Immediate action is required to improve performance and/or behavior.

A. COMPETENCIES: Complete ratings for competencies.	Rating
<p><b>1. Builds and Maintains Relationships:</b> Forges synergies and encourages cooperation when working in teams; demonstrates appropriate interpersonal skills; uses networks effectively; establishes and maintains productive work relationships with clients and colleagues; is effective at getting things done through formal and informal channels, has a positive working relationship with peers and clients; nurtures relationships that support the mission of the district.</p> <p><b>Comments/Examples:</b></p>	
<p><b>2. Communicates Effectively:</b> Presents information and ideas in a thoughtful and compelling manner; is clear and concise in oral and written communications; shares information freely; speaks openly and honestly while fostering an atmosphere of mutual respect; able to communicate effectively to diverse groups; is a receptive listener who consults and seeks input from others; is influential and persuasive when appropriate; seeks to understand the differing sides of each situation; understands the potential of emerging communications technology and uses it to achieve objectives.</p> <p><b>Comments/Examples:</b></p>	
<p><b>3. Drives Quality and Excellence:</b> Demonstrates the ability and commitment to deliver high quality work; consistently completes assignments in an accurate and thorough manner; effectively uses feedback to improve the quality of work; is attentive to detail; continuously looks for ways to be more efficient; is committed to demonstrating personal excellence; understands and internalizes the districts quest for excellence.</p> <p><b>Comments/Examples:</b></p>	
<p><b>4. Demonstrates Required Job Knowledge:</b> Full working knowledge of procedures and systems; takes initiative to ensure skills are current, understands the current assignment and duties and establishes clear priorities for actions; maintains a high degree of planning and organization; takes appropriate care and maintenance of district equipment, resources and supplies in order to minimize costs, accidents and create efficiency.</p> <p><b>Comments/Examples:</b></p>	
<p><b>5. Displays Accountability:</b> Accepts responsibility for work; monitors progress and results while meeting deadlines; dependable and self-reliant; acknowledges mistakes; maintains confidentiality with sensitive information; accepts direction and changes with positive attitude; takes initiative to assess and complete assignments and tasks independently.</p> <p><b>Comments/Examples:</b></p>	

**Continued on next page**

<p><b>6. Makes Decisions Effectively and Decisively:</b> Seeks out and considers relevant information; makes sound decisions based upon analysis, experience and judgement; decisive and takes action; sought out by others for advice and solutions; is effective in stressful situation and managing stress.</p> <p><b>Comments/Examples:</b></p>			
<p><b>7. Attendance and Professional Appearance:</b> Follows district policies and procedures for reporting attendance; absences are not excessive in relation to annual allowance; appearance is professional; employee is in uniform if provided by district; observes assigned work hours consistently; work station and assigned work areas are organized, clean and safe.</p> <p><b>Comments/Examples:</b></p>			
<p><b>8. Compliance and Health &amp; Safety:</b> Demonstrates commitment to a healthy and safe environment; takes steps to correct hazardous conditions promptly; complies with training and education to meet regulatory and compliance requirements. Follows all district policies and procedures in order to create a safe working environment and eliminate the potential for accidents.</p> <p><b>Comments/Examples:</b></p>			
<p><b>B. OVERALL EVALUATION AND SUPERVISOR COMMENTS:</b> Add all competency ratings and divide by 8 to arrive at overall rating. In comments section include overall areas of strength and improvement.</p> <p>3.51 to 4.00 Exceeds Expectations 2.51 to 3.50 Meets Expectations 1.51 to 2.50 Growth Needed 1.00 to 1.50 Does Not Meet Expectations</p>			Rating
<p><b>OVERALL RATING</b></p>			
<p>Comments:</p>			
<p><b>C. Supervisor Recommendations</b></p>			
<p><b>1. Recommend employee be retained in probationary status to final probationary evaluation</b></p>			<input type="checkbox"/> Yes <input type="checkbox"/> No
<p><b>2. Recommend employee be granted permanent status</b></p>			<input type="checkbox"/> Yes <input type="checkbox"/> No
<p><b>D. RESPONSIBILITIES &amp; GOALS:</b> List job goals and responsibilities set in previous year's evaluation.</p>			Rating
1.			
2.			
3.			
4.			
<p><b>E. RESPONSIBILITIES &amp; GOALS:</b> Set goals for coming year that will be evaluated at the end of the next performance review cycle.</p>			
1.			
2.			
3.			
4.			
<p><b>F. SIGNATURES:</b> Employee: I agree that this evaluation report has been discussed with me. I understand my signature does not necessarily indicate agreement and that I may attach a written response/statement to this evaluation form.</p>			
Employee's Signature		Date	
Reviewer's Signature		Date	
Supervisor's Signature		Date	