



Evaluation Procedures

1. All classified employees who are designated as “on-cycle” will receive their performance evaluation, using form CE-2, using the following contractual timeline:

Probationary Employees: 1st evaluation within 6 months
 2nd by anniversary date

Permanent Employees: By June 28th

2. The Performance evaluation is of prime importance to both employee and evaluator, and should serve the following purposes: (a) Indicate perceived employee strengths, (b) Give recognition for good work, (c) Identify perceived areas where growth or improvement are needed and indicate how to do so, and (d) Provide a written basis for permanency, promotion, or other personnel action.
3. The performance evaluation should generally be a positive experience for both employee and evaluator. Before completing the evaluation form, managers should review data gathered from goal(s) conferences, mid year reviews, informal interactions and direct observations of performance as appropriate.
4. Typically, areas where improvement is needed should be identified and discussed with the employee prior to the evaluation. The performance evaluation should be a summation of the employee’s total performance.
5. The supervisor must review, in a conference setting, evaluation results with probationary and permanent employees, discussing standards of performance behavior required for the employees’ position. These areas to be review are:

Quality of Work	Job Knowledge
Attendance and Punctuality	Work Characteristics
Dependability	Working Relationships
Use of Equipment	Safety and Sanitation’
Leadership (for lead positions only)	

6. Classified employees shall be encouraged at the end of this conference to complete the employee comments section.



PASO ROBLES JOINT UNIFIED SCHOOL DISTRICT

Self-Evaluation Form

EMPLOYEE: _____ SCHOOL/ASSIGNMENT: _____

SCHOOL YEAR: _____

GOALS: PLEASE ATTACH YOUR GOAL SETTING FORM TO THIS DOCUMENT.

Accomplishments: (Specific achievements related to accomplishments of each goal.)

Possible Next Steps: (Areas of focus for the coming year.)

Due to Supervisor by June 30

Employee Signature: _____ Date: _____

Supervisor's Initial: _____

Date: _____