

# CLASSIFIED PERSONNEL PERFORMANCE REPORT

## Vista Unified School District

NAME:	CLASSIFICATION:	LOCATION	PROBATION 3-Month 5-Month	<input type="checkbox"/> ANNUAL <input type="checkbox"/> SPECIAL EVALUATION	RATING PERIOD
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**SECTION A**

Unobserved ..... Factor does not apply to this position.  
 Below Requirements.....Employee's performance is unsatisfactory and not up to standard. Specific explanation must be made on the report  
 Meets Requirements.....Employee's performance clearly and consistently meets standards.  
 Exceeds Requirements.....Employee's performance is superior, significantly exceeding job requirements

FACTORS TO BE RATED	UNOBSERVED	BELOW REQUIREMENTS	MEETS REQUIREMENTS	EXCEEDS REQUIREMENTS
<b>QUALITY OF WORK</b>				
1. Performs duties in an accurate manner				
2. Completes work in a thorough manner				
<b>QUANTITY OF WORK</b>				
3. Does required work in reasonable time				
<b>WORK HABITS AND ATTITUDES</b>				
4. Organizes work				
5. Uses good judgment in the performance of work				
6. Learns and complies with procedures, rules & regulations				
7. Demonstrates an interest in work				
8. Understands present job				
9. Is efficient in the use of materials and equipment				
10. Has knowledge of methods and equipment				
11. Readily adjusts to new work situations				
12. Accepts job responsibilities				
13. Is concerned with and follows safety guidelines				
<b>PUNCTUALITY</b>				
14. Complies with assigned hours of work and schedules				
15. Has good attendance record				
16. Complies with assigned lunch periods and breaks				
17. Contacts supervisor/designee at earliest opportunity if absence or tardiness is unavoidable				
<b>DEPENDABILITY</b>				
18. Attends to duties in absence of supervisor				
19. Follows oral or written instructions in the performance of duties				
<b>PERSONAL RELATIONS</b>				
20. Is tactful and courteous				
21. Has self-control				
22. Has patience				
23. Is cooperative				
24. Works effectively with other employees				
25. Works effectively with the public				
26. Works effectively with the students				
<b>PERSONAL QUALITIES</b>				
27. Dresses appropriately				
28. Maintains a neat and clean appearance				
29. Uses appropriate language				
30. Other personal habits ~ Explain in Comments Section				
<b>OTHER FACTORS</b>				
31. Consider any factors not included above ~ Explain in Comments Section				

<b>SUMMARY RATING:</b> Give your overall evaluation of the employee considering all factors which might affect value to the organization.	Unobserved	Below Requirements	Meets Requirements	Exceeds Requirements
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**COMMENTS:** (Required for any factors rated below requirements. Attach additional paper if needed).

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