

Jefferson County Schools Classified Employee Evaluation Checklist

Job Title _____ 90-day evaluation _____ or Annual evaluation _____

Employee Name _____ Date of Evaluation _____

Job Site: _____ Evaluator: _____

Job Standards: **Satisfactory** **Unsatisfactory***

1. Ability to perform the job duties for the position efficiently.		
2. Follows Jefferson County Board of Education policies, local school policies, and rules/regulations pertaining to position.		
3. Displays good attendance and reports to work on time.		
4. Supports school personnel.		
5. Displays a positive attitude with supervisors, co-workers, students, and parents.		
6. Maintains professional confidentiality.		
7. Maintains appropriate personal appearance; selects attire appropriate for job/position.		
8. Readily adapts to new circumstances.		
9. Accepts constructive criticism.		

Signature of Employee _____ Date _____

Signature of Evaluator _____ Date _____

*Must give description of any areas that are unsatisfactory, or any other areas that need to be addressed (use back of form if necessary):

Original: personnel file
Copy: employee