

**KING GEORGE COUNTY SCHOOLS  
ANNUAL CLASSIFIED EMPLOYEE EVALUATION**

Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_

Location: \_\_\_\_\_

Job Title: \_\_\_\_\_

(CHECK THE APPROPRIATE BOX)

| FACTOR                     | EXCELLENT  | GOOD   | SATISFACTORY   | UNSATISFACTORY   |
|----------------------------|--|--|--|--|
| <b>Quality of Work</b>     | <input type="checkbox"/> Work is consistently well organized, orderly and accurate. Makes a minimum # of errors.         | <input type="checkbox"/> Work is usually properly organized, orderly and accurate. Few errors.       | <input type="checkbox"/> Acceptable performance; normal accuracy.  | <input type="checkbox"/> Occasionally careless, makes more errors than acceptable.   |
| <b>Quantity of Work</b>    | <input type="checkbox"/> Amount of work produced is consistently outstanding.  | <input type="checkbox"/> Usually completes an above average amount of work.                          | <input type="checkbox"/> Consistently completes an acceptable amount of work.                              | <input type="checkbox"/> Somewhat slow, does not always complete an acceptable amount.                                       |
| <b>Knowledge of job</b>    | <input type="checkbox"/> Outstanding knowledge of duties, responsibilities and objectives. Requires minimum supervision. | <input type="checkbox"/> Knows duties well, thorough working knowledge, requires little supervision. | <input type="checkbox"/> Has adequate knowledge of duties, requires normal instruction and supervision.    | <input type="checkbox"/> Not fully familiar with duties.   |
| <b>Attitude</b>            | <input type="checkbox"/> Always gives his best. Self-reliant. Frequently offers suggestions.                             | <input type="checkbox"/> Shows interest. Prudently undertakes non-routine situations.                | <input type="checkbox"/> Properly utilizes standard procedures.  | <input type="checkbox"/> Somewhat indifferent attitude.  |
| <b>Cooperation</b>         | <input type="checkbox"/> Goes out of his way to cooperate with supervisors and co-workers.                               | <input type="checkbox"/> Generally gets along well with supervisors and co-workers.                  | <input type="checkbox"/> Businesslike manner gets along with others.                                       | <input type="checkbox"/> Occasionally causes friction or slow to follow instructions.  |
| <b>Attendance</b>          | <input type="checkbox"/> Outstanding record. Virtually no absences or lateness.  | <input type="checkbox"/> Very few absences or lateness.  | <input type="checkbox"/> Acceptable attendance record.   | <input type="checkbox"/> Absences or lateness exceed normal.   |
| <b>Adaptability</b>        | <input type="checkbox"/> Always approaches change in methods or duties in a willing and positive manner.                 | <input type="checkbox"/> Generally accepts new methods or a change in routine positively.            | <input type="checkbox"/> Accepts change in methods or routine without complaint an average amount of time. | <input type="checkbox"/> Usually resistant to change or to try new methods or routine without complaint or undue persuasion. |
| <b>Judgment</b>            | <input type="checkbox"/> Always makes decisions on own when required. Makes a minimum of wrong decisions.                | <input type="checkbox"/> Makes correct decisions on own regarding tasks most of the time.            | <input type="checkbox"/> Makes correct decisions on own regarding tasks some of the time.                  | <input type="checkbox"/> If own judgment is ever used, it is usually poor.   |
| <b>Personal Appearance</b> | <input type="checkbox"/> Always well groomed. Neat. Excellent taste in dress.  | <input type="checkbox"/> Careful about personal appearance. Good taste in dress.                     | <input type="checkbox"/> Generally neat and clean. Satisfactory personal appearance.                       | <input type="checkbox"/> Very untidy. Poor taste in dress.   |

**Comments by Supervisor:**

Signature of Immediate Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Future Employment is:  Recommended     Not Recommended     Recommended Advised (See attached plan)

**Comments by Employee:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*\* My signature does not indicate my approval or disapproval of this evaluation. It only certifies that my supervisor has discussed it with me.

Signature of Employee \_\_\_\_\_ Date: \_\_\_\_\_

Attach relevant supporting documentation if applicable.

Personnel – Classified Evaluation Form