

**ISSAQUAH SCHOOL DISTRICT**  
**Un-represented Classified Personnel**  
Evaluation

|                         |   |
|-------------------------|---|
| <b>Name:</b>            | <b>Position:</b>                                    |
| <b>Evaluator Name:</b>  | <b>Building:</b>                                    |
| <b>Evaluation Date:</b> | <b>ANNUAL</b> <b>OTHER</b> <input type="checkbox"/> |

**Evaluator:** Mark one box in each area that summarizes your evaluation.

The purpose of this evaluation is to provide the employee with feedback regarding work performance as related to the duties and responsibilities of the position. This evaluation also provides an opportunity to formally recognize outstanding achievement, areas for growth and areas where the employee must improve in order to be successful in the position. The evaluator and employee may also note specific goals and ways of achieving those goals. Evaluator will review the job description with the employee.

The following performance ratings will be used to evaluate each section:

- D    DISTINGUISHED** – Performance consistently exceeded expectations in all essential areas of responsibility, and the quality of work product or efficiency overall was excellent and advanced District Ends and/or District initiatives.
  
- P    PROFICIENT** – Results show clear understanding of essential functions and District Ends and District Initiatives with quality performance observed in the attainment of primary work objectives.
  
- B    BASIC** – Results show understanding of essential functions; however implementation is either partial or inconsistent in attainment of primary work objectives. Performance improvement is indicated and documentation provided.
  
- U    UNSATISFACTORY**– Results show deficiencies of knowledge, skills, or abilities which seriously interfere with the attainment of primary objectives. Performance improvement plan is mandated.

**NOTE:** Evaluator is encouraged to acknowledge outstanding job performance in specific sections under additional comment sections.

| JOB PERFORMANCE   |  |  |  |           |   |   |   |
|---|--|--|--|-----------|---|---|---|
|   |  |  |  | D         | P | B | U |
| <ol style="list-style-type: none"> <li>1. Consistently contributes to a positive work environment by supporting constructive working relationships.</li> <li>2. Regularly demonstrates ability to problem solve which results in effective solutions.</li> <li>3. Makes decisions in accordance with District Regulations and procedures using the most appropriate process for the given situation</li> <li>4. Performs in an effective, accurate, thorough, and timely manner.</li> <li>5. Exercises good professional judgment.</li> <li>6. Assumes responsibility and completes tasks with little or no supervision.</li> <li>7. Effectively plans and organizes work, work flow, and work area.</li> </ol> |  |  |  | Comments: |   |   |   |

| TECHNICAL SKILLS   |                  |   |   |   |
|--|------------------|---|---|---|
|  | D                | P | B | U |
| <ol style="list-style-type: none"> <li>1. Articulates and applies necessary working knowledge and skills appropriate for the position.</li> <li>2. Uses and/or maintains job specific equipment proficiently, appropriately and safely, reporting any need for preventative maintenance or repair in a timely manner.</li> <li>3. Demonstrates working knowledge and application of District Regulations and procedures.</li> <li>4. Prepares, processes, and distributes a variety of written documents accurately and efficiently.</li> <li>5. Uses information and recordkeeping systems effectively.</li> <li>6. Uses District authorized technology in an efficacious manner to meet the essential functions of the position.</li> <li>7. Uses and analyzes multiple data sources to inform decision-making and problem-solving.</li> <li>8. Keeps technical skills current.</li> </ol> | <p>Comments:</p> |   |   |   |

| HUMANRELATIONS  |   |   |   |   |
|---|---|---|---|---|
|   | D | P | B | U |
| <ol style="list-style-type: none"> <li>1. Interacts professionally and constructively with all stakeholders.</li> <li>2. Demonstrates understanding and value of equity, diversity, and inclusion.</li> <li>3. Contributes to a culture of mutual respect and integrity, recognizing the diversity of all stakeholders.</li> <li>4. Develops and maintains positive working relationship with others in the immediate work area.</li> <li>5. Consistently contributes to a constructive work atmosphere.</li> <li>6. Demonstrates flexibility and adaptability when working with others.</li> <li>7. Uses conflict resolution strategies to reach constructive solutions.</li> <li>8. Delegates tasks effectively and appropriately.</li> </ol> |   |   |   |   |
| <p><b>Comments:</b></p>   |   |   |   |   |

| PROBLEM SOLVING AND INITIATIVE   |   |   |   |   |
|--|---|---|---|---|
|  | D | P | B | U |
| <ol style="list-style-type: none"> <li>1. Addresses problems and building and/or department needs effectively in a timely manner and with the consideration of impact of decision.</li> <li>2. Adapts and responds to emerging conditions and situational needs.</li> <li>3. Streamlines tasks and processes for maximum efficiency where appropriate.</li> <li>4. Anticipates problems and conflicts and makes adjustments to ensure work is accomplished in a timely manner.</li> <li>5. Demonstrates initiative and independent work habits that result in effective improvement efforts.</li> <li>6. Demonstrates effective decision-making.</li> <li>7. Provides regular program evaluative feedback with suggested plans for amelioration of any targeted areas of concern in the program</li> </ol> |   |   |   |   |

| COMMUNICATION   |                         |   |   |   |
|---|-------------------------|---|---|---|
|   | D                       | P | B | U |
| <ol style="list-style-type: none"> <li>1. Communicates clearly and effectively in both oral and written form.</li> <li>2. Listens and responds in a courteous, constructive, and appropriate manner.</li> <li>3. Maintains confidentiality as appropriate.</li> <li>4. Uses communication systems that allow for proactive identification of and intervention with incidents or events.</li> <li>5. Use constructive communication skills and strategies to collaborate and resolve conflicts.</li> </ol> |                         |   |   |   |
|   | <p><b>Comments:</b></p> |   |   |   |

| PERSONAL AND PROFESSIONAL GROWTH  |  |  |  |                  |   |   |   |
|---|--|--|--|------------------|---|---|---|
|   |  |  |  | D                | P | B | U |
| <ol style="list-style-type: none"> <li>1. Exhibits professionalism, contributing to a constructive work environment.</li> <li>2. Exhibits job enthusiasm and encourages and supports personnel participation in professional growth activities.</li> <li>3. Continually assesses professional performance and identifies area(s) for refinement.</li> <li>4. Demonstrates constructive response to supervision, direction, and feedback.</li> <li>5. Acquires new skills by participating in appropriate trainings and career development activities.</li> <li>6. Sets and works consistently towards appropriate goals.</li> </ol> |  |  |  |                  |   |   |   |
|   |  |  |  | <p>Comments:</p> |   |   |   |

**Additional Comments:**

**PLANS for Next Year:**

EMPLOYEE SIGNATURE: \_\_\_\_\_

DATE:

EVALUATOR SIGNATURE: \_\_\_\_\_

DATE:

Note: Signature indicates that the employee has read and discussed this evaluation; however, it does not necessarily constitute agreement with the contents of the evaluation. Employee will have five working days from the date of the evaluation to provide his/her written comments.