



# West Linn-Wilsonville School District

## Performance Evaluation Report for Classified Employee

### Employee Information:

Employee Name	School or Location	Position Title

### Dates of Evaluation Period:

From	To	Evaluation Year

### Employee Status:

Probationary 
 Regular 
 Temporary

2=Meets expectations; 1=Needs to improve; N/A= Does not apply

1	2	N/A	
			<b>PERFORMANCE ABILITIES</b>
			Quality of Work
			Knowledge of Work
			Positive Attitude/Growth Mindset
			Planning and Organizing
			Effectiveness Under Stress
			Response to Direction and Supervision
			Ability to Collaborate/Work as a Member of a Team
			Protects Confidentiality
			<b>PERSONAL QUALITIES</b>
			Attendance and Punctuality
			Public Relations
			Student Relations
			Commitment to Professional Learning and Growth
			Professional/ Positive Disposition
			Flexibility/Adaptability
			Dependability
			Takes Initiative
			Judgment and Decision-Making
			<b>OTHER QUALITIES</b>
			Adheres to All Safety Protocols
			Adheres to School Board Policies
			Productivity
			Additional factors: Please specify

\_\_\_\_\_

**Employee Performance and Personal Strengths**

\_\_\_\_\_

**Areas of Focus for Improvement**

\_\_\_\_\_

**Anticipated Goals for next evaluation period**

\_\_\_\_\_

**Summary Evaluation and Status Recommendation:**

Continue Employment       Termination       Termination due to Temporary Position       Other:

Explanation for Other: \_\_\_\_\_

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

**Employee: I certify that this report has been discussed with me.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Employee ID

\_\_\_\_\_  
Date

**Send Completed Evaluation to Department of Human Resources  
Copy to Employee and Supervisor**