

**KNOX COMMUNITY SCHOOL CORPORATION  
CLASSIFIED STAFF EVALUATION**

**Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**School:** \_\_\_\_\_ **Evaluation Year:** \_\_\_\_\_ **Years of Service:** \_\_\_\_\_

|   | <b>Highly<br/>Effective<br/>(3)</b> | <b>Effective<br/>(2)</b> | <b>Needs<br/>Improvement<br/>(1)</b> | <b>Ineffective<br/>(0)</b> |
|---|-------------------------------------|--------------------------|--------------------------------------|----------------------------|
| <b>1. Attendance (20%)</b>  |                                     |                          |                                      |                            |
| a. Arrives at work at the assigned time                                 | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>             | <input type="checkbox"/>   |
| b. Leaves work at the appointed time                                    | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>             | <input type="checkbox"/>   |
| c. Takes breaks as scheduled and<br>breaks are not excessive            | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>             | <input type="checkbox"/>   |
| d. Provides timely notice of absences<br>and absences are not excessive | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>             | <input type="checkbox"/>   |
| # of absences this school year: _____                                   |                                     |                          |                                      |                            |

**Average Score for Section #1:** \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

|   |                          |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| <b>2. Work Habits/Performance (40%)</b>                               |                          |                          |                          |                          |
| a. Follows directives   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Takes initiative within area of<br>responsibility                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Careful with operations and<br>maintenance of equipment            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| d. Flexible to the degree necessary to<br>perform work satisfactorily | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| e. Maintains a high degree of work<br>quality                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| f. Displays a positive attitude toward<br>work                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| g. Appropriate attire and grooming                                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**Average Score for Section #2:** \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**3. Work Relationships (40%)**

- a. Works with others in a positive manner
- b. Responds positively to instructions  
and suggestions
- c. Uses discretion in handling confidential  
information

**Average Score for Section #3:** \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Evaluation Summary:**

Attendance                      (.20)    x \_\_\_\_\_    = \_\_\_\_\_  
Work Habits                      (.40)    x \_\_\_\_\_    = \_\_\_\_\_  
Work Relationships              (.40)    x \_\_\_\_\_    = \_\_\_\_\_

**Total:** \_\_\_\_\_      **Category:** \_\_\_\_\_

**Summary**

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Signature of Employee**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Evaluator**