|  |  |
| --- | --- |
| New District Logo | **CLASSIFIED EMPLOYEE****SELF-ASSESSMENT RUBRIC** |

|  |  |
| --- | --- |
| **Employee Number** | **Last Name, First Name, MI** |
|       |       |
| **Job Title** | **School/Department** |
|       |       |

**STANDARD OF RATING**:

* Exceeds Standards: The employee goes above and beyond the performance standard listed on their job description.
* Meets Standards: The employee performs their job duties adequately and efficiently.
* Partially Meets Standards: The employee occasionally shows evidence of not performing their job duties at an acceptable level. If selected, a Professional Development Plan may be necessary.
* Unsatisfactory: The employee consistently shows evidence of not performing their job duties at an acceptable level. If selected, a Professional Development Plan shall be required.

***PER ARTICLE XI – EMPLOYEE EVALUATION PROCEDURES***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please rate yourself on each of the criteria listed below, by placing an “X” in the appropriate rating box. This self-assessment should be provided to your supervisor to discuss during your evaluation meeting.** | **Exceeds****Standards** | **Meets****Standards** | **Partially Meets****Standards** | **Unsatisfactory** |
| 1. **Job Skills and Knowledge**: Demonstrates proficiency of the essential functions as outlined in the job description, utilizes appropriate tools in carrying out assigned duties and responsibilities, incorporates feedback and training regularly to enhance job performance.
 | [ ]  | [ ]  | [ ]  | [ ]  |
| 1. **Quality/Quantity of Work**: Performs all required duties consistently, efficiently and in a timely manner; seeks methods to improve productivity and pays attention to detail; shows initiative and employs necessary and job-appropriate tools to carry out assigned tasks.
 | [ ]  | [ ]  | [ ]  | [ ]  |
| 1. **Communication**: Engages and actively listens to all stakeholders; retains, relays, and effectively presents clear information in written, verbal and non-verbal form; communicates professionally when using various types of District communication tools.
 |[ ] [ ] [ ] [ ]
| 1. **Problem Solving**: Demonstrates an ability to identify problems and develop solutions in a timely and efficient manner, assists in the identification and implementation of solutions to job-related issues, utilizes various strategies to resolve identified problems.
 |[ ] [ ] [ ] [ ]
| 1. **Customer Service**: Listens and responds positively to customer needs, serves all stakeholders while building strong relationships, responds in a prompt and friendly manner to requests and inquiries.
 |[ ] [ ] [ ] [ ]
| 1. **Judgement**: Exercises sound, professional judgement in making decisions; performs job duties safely, promoting a safe and accident-free environment; responds calmly in stressful situations while following laws, policies and procedures.
 |[ ] [ ] [ ] [ ]

**STANDARD OF RATING**:

* Exceeds Standards: The employee goes above and beyond the performance standard listed on their job description.
* Meets Standards: The employee performs their job duties adequately and efficiently.
* Partially Meets Standards: The employee occasionally shows evidence of not performing their job duties at an acceptable level. If selected, a Professional Development Plan may be necessary.
* Unsatisfactory: The employee consistently shows evidence of not performing their job duties at an acceptable level. If selected, a Professional Development Plan shall be required.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please rate yourself on each of the criteria listed below, by placing an “X” in the appropriate rating box. This self-assessment should be provided to your supervisor to discuss during your evaluation meeting.** | **Exceeds****Standards** | **Meets****Standards** | **Partially Meets****Standards** | **Unsatisfactory** |
| 1. **Working Relationships**: Builds professional rapport with colleagues, supervisors, District staff and all other stakeholders; confers with others in a professional and productive manner; is receptive to feedback from others.
 |[ ] [ ] [ ] [ ]
| 1. **Professional Work Habits**: Maintains professional standards of dress and grooming, presents an image consistent with their job responsibilities and assignment, dresses and grooms in a manner that is conducive to the health and/or safety of themselves and/or others.
 |[ ] [ ] [ ] [ ]
| 1. **Attendance and Punctuality**: Arrives for and leaves the designated work location, as identified by his or her supervisor, at the assigned times; adheres to and completes assigned work on schedule; uses available and permissible leaves in a contractually appropriate manner.
 |[ ] [ ] [ ] [ ]
| 1. **Goals:** Three (3) goals, including: One (1) Professional Growth, one (1) Site or Department, and one (1) District. The goal(s) may be connected to department, site and District initiatives/strategic plans.
 | **Goals Set**[ ]  Yes [ ]  No [ ]  N/A | **Prior Goals Met**[ ]  Yes [ ]  No [ ]  N/A |
| **Additional Information**:       |

|  |
| --- |
| **Overall Evaluation** |
| [ ]  Exceeds Standards [ ]  Meets Standards [ ]  Partially Meets Standards [ ]  Unsatisfactory* *A rating of “Partially Meets Standards” on a performance evaluation may require a Professional Development Plan to be completed, with a follow-up date by which deficiencies in performance must be corrected.*
* *A rating of “Unsatisfactory” on a performance evaluation shall require a Professional Development Plan to be completed, with a follow-up date by which deficiencies in performance must be corrected.*
 |
| **Additional Information**:       |

|  |  |
| --- | --- |
| **Employee Signature** | **Date** |
|  |  |

*DISTRIBUTION: Original – HR Classified (attach to Performance Evaluation) / Copies – Employee and Evaluator*