

GLENN COUNTY SUPERINTENDENT OF SCHOOLS

**Performance Review**

*Classified Employees*

Probationary From: \_\_\_\_\_ To: \_\_\_\_\_

Permanent

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

Review Period: From: \_\_\_\_\_ To: \_\_\_\_\_

Position: \_\_\_\_\_

Worksite: \_\_\_\_\_

Department: \_\_\_\_\_

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

<b>Ratings: 1= Unsatisfactory    2= Needs to Improve    3= Meets Standards    4= Exceeds Standards</b>
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<b>Performance Indicators:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>Performance Indicators:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
1. Attendance/ Punctuality: Attends work regularly and on time. <b>Comments:</b>  (a) Employee          (b) Evaluator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Teamwork: Works with others to improve work processes and systems. <b>Comments:</b>  (a) Employee          (b) Evaluator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Attitude: Uses a professional demeanor in the work place. Works cooperatively and effectively with staff and the public, in person and on the telephone. <b>Comments:</b>  (a) Employee          (b) Evaluator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Organization: Organizes, sets priorities, plans work, and utilizes time effectively. Follow through with assigned tasks. <b>Comments:</b>  (a) Employee          (b) Evaluator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>





