



**HOT SPRINGS
SCHOOL DISTRICT**

**CLASSIFIED
EVALUATION
PLAN**

All Hot Springs School District classified employees will be evaluated at least annually by their immediate supervisors.

Building Principals will evaluate all classified staff in their buildings.

Director of Child Nutrition will evaluate Child Nutrition Managers on each campus.

Director of Maintenance & Transportation/or designee will evaluate all of the District employees not located in a specific building.

EVALUATION REVISION COMMITTEE MEMBERS

Chuck White

Carolyn Smith

Carolyn Thacker

Pat Moore

Brenda Seiz

LaDell Looper

Vicki Bulfone

Ted Nobles

HOT SPRINGS SCHOOL DISTRICT
CLASSIFIED EVALUATION FORM

Employee Name:

School Year:

Position:

Assignment:

PERFORMANCE CRITERIA

I. Job Knowledge: Information and understanding of job requirements

Meets Expectations

Needs Improvement

Unacceptable

- Possesses, maintains and demonstrates competence in assigned field
- Demonstrates proficiency in the proper use of methods, materials and equipment
- Demonstrates the ability to understand, interpret and follow plans and/or instructions
- Demonstrates proficiency in the proper application of rules, regulations and codes
- Continues to develop professionally

II. Initiative: Self-motivated to achieve job expectations

Meets Expectations

Needs Improvement

Unacceptable

- Works independently within reasonable guidelines
- Is able to assess tasks needed to complete objectives
- Contributes information thoughtfully
- Actively looks for ways to improve the work environment
- Willingly helps others

III. Adaptability: Ability to adjust to new assignments or working conditions

Meets Expectations

Needs Improvement

Unacceptable

- Demonstrates flexibility in accepting work assignments
- Strives to learn new skills and/or information pertinent to job assignment
- Interacts well with a variety of colleagues
- Adjusts readily to emergency and/or temporary demands

IV. Dependability: Degree to which employee can be depended upon to complete tasks

Meets Expectations

Needs Improvement

Unacceptable

- Completes tasks in a timely manner
- Follows directions well
- Requires minimal supervision while doing familiar tasks
- Supports fellow employees in the fulfillment of their assignments

HOT SPRINGS SCHOOL DISTRICT
CLASSIFIED EVALUATION PLAN

Employee Name:

School Year:

Position:

Assignment:

I. List Unacceptable or Needs Improvement Category with specific area identified:

II. Identify assistance provided by evaluator:

III. Date to re-evaluate to determine if improvement has been made:

Date: _____

Evaluatee's Signature

Date

Evaluator's Signature

Date