

ANNUAL EMPLOYEE EVALUATION

Date of Evaluation: 7/11/2019

Employee: David Campos
 Department: Administration
 Job Title: Office Manager
 Date of Hire: 7/1/16 Grade Level: 6

O	= Outstanding
EE	= Exceeds Expectations
ME	= Meets Expectations
NI	= Needs Improvement
U	= Unsatisfactory

PERFORMANCE RATINGS

Quality of Work Consider the quality and accuracy of work produced and the promptness with which it is completed.	O	EE	ME	NI	U

Comments:

Productivity Consider the ability to produce quantity of accepted work which meets district standards.	O	EE	ME	NI	U

Comments:

Knowledge of Job Consider the knowledge of present job, of other work closely related to it and of the equipment necessary to perform job functions.	O	EE	ME	NI	U

Comments:

Reliability and Dependability Consider the amount of supervision required, and job performance regarding timely completion and follow-up.	O	EE	ME	NI	U

Comments:

Attendance Consider overall attendance records, punctuality and observance of working hours.	O	EE	ME	NI	U

Comments:

Initiative Consider the extent to which new work assignments and additional duties are sought out when necessary.	O	EE	ME	NI	U

Comments:

Creativity Consider the ability to offer suggestions and propose new and creative ideas and solutions to working situations.	O	EE	ME	NI	U

Comments:

Working Relationships

Consider the willingness to work with and help others, the ability to accept constructive criticism, and cooperate with fellow employees and supervisors.

O	EE	ME	NI	U

Comments:

Communication

Consider ability to express self clearly both in writing and verbally.

O	EE	ME	NI	U

Comments:

Adherence to District Policies

Follows all district policies and procedures including safety policy.

O	EE	ME	NI	U

Comments:

OVERALL PERFORMANCE RATING

O	EE	ME	NI	U

Board's comments:

Board Member's Signature

Date

Employee's comments:

Employee's Signature

Date