THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA **HUMAN RESOURCES**

EVALUATION OF CLASSIFIED PERSONNEL

Name (Last, First)	Position			
SS No. XXX-XX	Salary Group			Date
Performance Criteria Evaluation	Effective	Needs Improvement	Not Effective	Remarks: Please use numbers to identify comments related to major duties.
Quality of work. (Neatness, completeness and thoroughness of work performed)				
Quantity of work. (Amount and promptness of work)				
Attendance and Punctuality. (Absences, arrivals and departures)				
Responsibility and Dependability. (Consistency, follow directions, perform in reliable fashion)				
Use of time. (Planning of work, offering assistance to others, ability to organize workload.				
Cooperation. (Working with others, consideration of other employee's work)				
Initiative. (Amount of guidance required, resourcefulness, use of own ideas, procedures)				
Personal Relationship. (Employee's tact, courtesy, self-control, patience and respect for others)				
9. Acceptance of Constructive Criticism.				
ave read and discussed this evaluation with my ev	/aluator		•	,
EMPLOYEE'S SIGNATURE	DATE		<u> </u>	EVALUATOR'S SIGNATURE

Signature of this employee does not necessarily indicate agreement.

Distribution: ORIGINAL:HUMAN RESOURCES COPY:EMPLOYEE COPY:EVALUATOR

The School Board of Sarasota County complies with State Statutes on Veteran's Preference and Federal Statutes on non-discrimination on the basis of race, color, sex, religion, national origin, age, handicap, disabilities, or marital status.

Master, 25 Y Aft Sep or Term Dupl., 1 Y Aft Term RET: 143-00-PER-HMR Eff 9/11/08