

Cache County School District

EMPLOYEE EVALUATION FORM: Classified Part-time/temporary staff

Name: _____ Location: _____ Job Assignment: _____

Every employee deserves feedback on their performance. This form must be completed each school year after October 15 and before March 15. This form is an informal evaluation. This form may be completed at the supervisor's request or as necessary. Questions regarding the form/evaluation should be directed to the Human Resources Department. Questions regarding the form/evaluation should be directed to the Human Resources Department.

Job Performance Evaluation:

Criteria	Strong	Satisfactory	Improvement Needed	Comments
Communication Skills - Communicates clearly and effectively in oral and written forms.				
Human Relations - Works effectively with a variety of people.				
Judgment - Shows good judgment and makes responsible decisions.				
Planning & Organization - Organizes work effectively and completes work on schedule.				
Quality of Work - Completes work in a useful, accurate, and precise manner.				
Attendance & Punctuality - Reports to work and meetings regularly and punctually. Completes job duties in a timely manner.				
Professionalism - Responds to work situations in a positive and productive manner.				

Comments:

Supervisor's signature: _____ Date: _____

Employee's signature: _____ Date: _____

NOTE: An employee's signature does not indicate agreement with this informal evaluation but denotes receipt of a copy of the form. Part-time (temporary) employees with Cache County School District are considered "at will." This means the employee or Cache County School District may end the employment relationship at any time, for any reason, or no reason. There is no expectation of continued or guaranteed employment for part-time employees. Once the form is completed, a copy should be given to the employee, and the original should be filed or kept in the department or school.