

**Spearfish School District 40-2
Classified Supervision/Evaluation Report**

Name: _____ Job Title: _____ Building: _____

Customer Focus

**Meets
Expectations Needs
Improvement**

1. Adaptability

Employee is able to work under varying conditions and/or at different work sites _____
 Employee is able to demonstrate job knowledge and skills to new or unfamiliar work _____
 Employee responds to various work situations in a positive manner _____

2. Judgment and Decision Making

Employee effectively assembles data and facts in making decisions _____
 Employee makes good decisions in performing work assignments and duties _____

3. Public Contact and Communications

Employee is honest, tactful, helpful and courteous _____
 Employee presents him/herself in an appropriate manner to represent Spearfish School District _____
 Employee handles difficult situations and confrontations appropriately _____
 Employee uses oral and written language effectively _____

4. Human Relations

Employee works in a cooperative manner with fellow employees and other district staff _____
 Employee interacts effectively and demonstrates concern and sensitivities toward students _____
 Employee interacts effectively and demonstrates concern and sensitivities toward parents and community members _____

Quality

1. Quality of Work

Employee takes pride in a job well done _____

2. Quantity of Work

Employee completes tasks in a timely manner relative to the requirements of the position _____

3. Work Practices

Employee maintains confidentiality, if applicable _____

4. Planning and Organizing Work

Employee follows directions for the use, care and safe operations of equipment and/or technology _____
 Employee follows OSHA guidelines if applicable _____

Work Ethic

1. Attendance

Attendance record reflects a minimum number of absences _____
 Punctuality: Employee reports for work on time _____
 Employee adheres to scheduled workday _____

2. Dependability

Employee follows through until task is completed _____
 Employee supports the vision, mission and belief statements of the district and school _____

3. Initiative

Employee is self-reliant in completing assignments _____
 Employee offers suggestions for work improvements and/or offers solutions for work problems _____
 Employee takes action for self-improvement (professional growth) _____
 Employee utilizes initiative in completing job-related tasks _____

1. What training or activities has the employee participated in that will assist them in their job responsibilities?

2. Goals for subsequent appraisal which the supervisor feels the employee should work toward in order to improve his/her effectiveness on the job.

Employee Signature _____ Date _____
 Supervisor Signature _____ Date _____

The signatures certify we have read and discussed the above report