## **NOVATO UNIFIED SCHOOL DISTRICT**

## **Classified Performance Appraisal Form**

Check the appropriate box below to indicate the type of Performance Appraisal being conducted.								
☐ 55th Day Probationary Appraisal		☐ 85th Day Probationary Appraisal						
☐ Promotional Probationary Appraisal		□ Permanent Performance Appraisal						
Employee's name (Last, First, MI)		School/Work Site						
Position (Title)								
Date	Performance Period From To		Evaluator's Name and Title					
The evaluator shall indicate the appropriate rating for each criteria. Ratings of <b>2</b> or <b>3</b> in any criteria <b>must</b> be supported in the comments section or as an attachment; however, comments are encouraged in all areas.								
encouraged in all	areas.							
encouraged in all  RATING: 4-Meets	or Exceeds Standards	3-Needs Impro		-Unsatisfactory	1-N/			
encouraged in all  RATING: 4-Meets  Evaluation Criteri	or Exceeds Standards					A Rating		
encouraged in all  RATING: 4-Meets  Evaluation Criteri  1. Health and Safe	or Exceeds Standards  a ety Practices							
encouraged in all  RATING: 4-Meets  Evaluation Criteri  1. Health and Safe 2. Knowledge of W	areas.  or Exceeds Standards  a ety Practices /ork	3-Needs Impro						
encouraged in all  RATING: 4-Meets  Evaluation Criteri  1. Health and Safe 2. Knowledge of W 3. Judgment, Deci	areas.  or Exceeds Standards  a ety Practices  /ork sion Making, and Depen	3-Needs Impro						
encouraged in all  RATING: 4-Meets  Evaluation Criteri  1. Health and Safe 2. Knowledge of W 3. Judgment, Deci 4. Planning and O	areas.  or Exceeds Standards  a ety Practices  /ork sion Making, and Depen	3-Needs Impro						
encouraged in all  RATING: 4-Meets  Evaluation Criteri  1. Health and Safe 2. Knowledge of W 3. Judgment, Deci 4. Planning and O 5. Quality and Acc	areas.  or Exceeds Standards  a  ety Practices /ork sion Making, and Depen rganizing Work uracy of Work	3-Needs Impro						
encouraged in all  RATING: 4-Meets  Evaluation Criteri  1. Health and Safe 2. Knowledge of W 3. Judgment, Deci 4. Planning and O 5. Quality and Acc 6. Communication	areas.  or Exceeds Standards  a  ety Practices  /ork sion Making, and Depen rganizing Work uracy of Work	3-Needs Impro						
encouraged in all  RATING: 4-Meets  Evaluation Criteri  1. Health and Safe 2. Knowledge of W 3. Judgment, Deci 4. Planning and O 5. Quality and Acc 6. Communication 7. Operation and O	areas.  or Exceeds Standards  a  ety Practices  /ork sion Making, and Depen rganizing Work uracy of Work  Care of Equipment/Work	3-Needs Impro						
encouraged in all  RATING: 4-Meets  Evaluation Criteri  1. Health and Safe 2. Knowledge of W 3. Judgment, Deci 4. Planning and O 5. Quality and Acc 6. Communication 7. Operation and O 8. Positive Interact	areas.  or Exceeds Standards  a ety Practices  /ork sion Making, and Depen rganizing Work uracy of Work  Care of Equipment/Work tion with Peers, Public, a	3-Needs Impro						
encouraged in all  RATING: 4-Meets  Evaluation Criteri  1. Health and Safe 2. Knowledge of W 3. Judgment, Deci 4. Planning and O 5. Quality and Acc 6. Communication 7. Operation and O 8. Positive Interact 9. Attendance/Pur	areas.  or Exceeds Standards  a ety Practices  /ork sion Making, and Depen rganizing Work uracy of Work  Care of Equipment/Work tion with Peers, Public, a	3-Needs Impro						
encouraged in all  RATING: 4-Meets  Evaluation Criteri  1. Health and Safe 2. Knowledge of W 3. Judgment, Deci 4. Planning and O 5. Quality and Acc 6. Communication 7. Operation and O 8. Positive Interact 9. Attendance/Pun 10. Work Attitude	areas.  or Exceeds Standards  a  ety Practices  /ork sion Making, and Depen rganizing Work uracy of Work  Care of Equipment/Work tion with Peers, Public, a	3-Needs Impro						
encouraged in all  RATING: 4-Meets  Evaluation Criteri  1. Health and Safe 2. Knowledge of W 3. Judgment, Deci 4. Planning and O 5. Quality and Acc 6. Communication 7. Operation and O 8. Positive Interact 9. Attendance/Pur 10. Work Attitude 11. Effective Use o	areas.  or Exceeds Standards  a ety Practices  /ork sion Making, and Depen rganizing Work uracy of Work  Care of Equipment/Work tion with Peers, Public, a	3-Needs Impro						
encouraged in all  RATING: 4-Meets  Evaluation Criteri  1. Health and Safe 2. Knowledge of W 3. Judgment, Deci 4. Planning and O 5. Quality and Acc 6. Communication 7. Operation and O 8. Positive Interact 9. Attendance/Pun 10. Work Attitude 11. Effective Use o 12. Initiative	areas.  or Exceeds Standards  a ety Practices  /ork sion Making, and Depen rganizing Work uracy of Work  Care of Equipment/Work tion with Peers, Public, a actuality  f Time/Meets Deadlines	3-Needs Impro						
encouraged in all  RATING: 4-Meets  Evaluation Criteri  1. Health and Safe 2. Knowledge of W 3. Judgment, Deci 4. Planning and O 5. Quality and Acc 6. Communication 7. Operation and O 8. Positive Interact 9. Attendance/Pun 10. Work Attitude 11. Effective Use o 12. Initiative 13. Skill Enhancem	areas.  or Exceeds Standards  a ety Practices  /ork sion Making, and Depen rganizing Work uracy of Work  Care of Equipment/Work tion with Peers, Public, a actuality  f Time/Meets Deadlines	3-Needs Impro	vement 2	-Unsatisfactory				

**Comments:** 

OVERALL UNIT MEMBER RATING SUM	IMARY							
☐ Performance meets or exceeds standar	ds							
☐ Performance needs improvement								
□ Performance unsatisfactory								
EMPLOYMENT RECOMMENDATION: FOR PERMANENT UNIT MEMBER ONL	Y							
☐ Continue in current position	!	and Diaminta	bo dovolopod)					
☐ May continue on condition (If checked, an Improvement Plan is to be developed)								
FOR PROBATIONARY UNIT MEMBER O	ONLY							
☐ Continue in probationary status for 85th	h Day apprai	sal 🗆	Recommend Permanent S	Status				
☐ <b>Do not</b> recommend for continued prob	ationary statu	us 🗆	Do not recommend Perma	anent Status				
COMMENTS BY EVALUATOR: Commendations:								
Recommendations:								
Comments by Unit Member:								
comments by our monisor.								
Signature of Evaluator	Date	Signature of I	Jnit Member	Date				

The unit member's signature signifies awareness of content, not necessarily agreement. The unit member has the right to submit to the Human Resources Department a written response within ten (10) days which will be included with this evaluation and placed in the personnel file.