



MORGAN HILL UNIFIED SCHOOL DISTRICT CLASSIFIED MANAGEMENT EVALUATION

Employee:		Position:	
Site/Department:		Evaluator:	
Report Period: From:	To:	Status:	<input type="checkbox"/> Probationary <input type="checkbox"/> Permanent

Performance Rating:

E = Exceeds **M** = Meets **B** = Below **NA** = Not Applicable

LEADERSHIP	E	M	B	NA	COMMENDATIONS/RECOMMENDATIONS
1. Initiates activities to improve department organization and productivity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Promotes and maintains high standards in the workplace. Inspires others to highest professional standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Ability to gain respect and support from staff. Promotes a positive environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Provides direction for and holds subordinates accountable for established goals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Exemplifies the skills and attitude of a leader by modeling exemplary work habits.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Models and promotes personal and professional ethics, integrity, equity, fairness, and respect.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

EVALUATION/SUPERVISION	E	M	B	NA	COMMENDATIONS/RECOMMENDATIONS
1. Provides appropriate opportunities to promote and expand skills for employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Sets clear goals and expectations for all employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Follows and enforces employee contractual guidelines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Seeks input and provides appropriate feedback in a timely manner regarding issues with employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Meets timelines for employee evaluation according to contractual requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

COMMUNICATION	E	M	B	NA	COMMENDATIONS/RECOMMENDATIONS
1. Communicates District vision and mission statements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Supports District decisions with all staff and other constituencies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Develops and maintains effective working relationships with staff, parents, community and other constituencies served.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Uses appropriate lines of communication.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Keeps supervisor/superintendent apprised of potential problems and situations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Is readily accessible and visible to staff and other groups served.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Employee:

CLASSIFIED MANAGER'S EVALUATION

PRODUCTIVITY	E	M	B	NA	COMMENDATIONS/RECOMMENDATIONS
1. Demonstrated results in work accomplished, meeting deadlines, assignments, and projects.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Ability to execute and follow projects through to completion.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Ability to recognize and define problems/issues; selects appropriate solutions/actions/strategies; follows through to resolve problems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Organized staff so that appropriate decision-making may take place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

MANAGEMENT	E	M	B	NA	COMMENDATIONS/RECOMMENDATIONS
1. Implements procedures which reflect sound practices consistent with local, state, and federal requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Implements Board policies, administrative regulations, District goals, local, state, and federal requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Makes decisions in a sound, timely, and effective manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Strives to provide a safe, secure, and productive environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Effectively resolves employee problems in a timely manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Meets commitments regarding attendance at assigned meetings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Uses sound judgment to guide decision making processes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Accepts responsibility for outcomes of actions and decision.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Identifies recurring problems which may need a policy or procedure established as a solution.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Board items are submitted in timely manner with minimal corrections and/or changes needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Demonstrates strong fiscal management by actively developing, monitoring, and managing department and/or program budgets. Ensures budgets are aligned to department goals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

PROFESSIONAL KNOWLEDGE	E	M	B	NA	COMMENDATIONS/RECOMMENDATIONS
1. Participates in activities designed to improve professional skills and knowledge to maintain job related skills and implement best practices.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Demonstrates commitment to the continuing professional development of subordinates.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Demonstrates knowledge of and applies established policies of rules, laws, practices, and labor agreements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Knows and understands current legislation that impacts area of responsibility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Employee:

CLASSIFIED MANAGER'S EVALUATION

OVERALL PERFORMANCE RATING (mark one only)

☐ Exceeds Expectations ☐ Meets Expectations ☐ Below Expectations

Evaluator – Additional Comments:

Additional Goals/Objectives/Rating:

Signature of Evaluator: _____ Date: _____

I certify this report has been discussed with me and I have been provided a copy. I understand my signature does not necessarily indicate agreement with this evaluation.

Signature of Employee: _____ Date: _____

This document will be placed in your personnel file after ten (10) work days. You have the right to submit to the Human Resources Department your written comments regarding your evaluation. Your written comments will be attached to this document and included into your personnel file. All comments must be submitted within ten (10) working days of your signature above in order to be included in your personnel file.