

**GUERNSEY-SUNRISE SCHOOL**  
**CLASSIFIED EMPLOYEE PERFORMANCE REVIEW**

NAME \_\_\_\_\_ POSITION \_\_\_\_\_

RATING PERIOD: \_\_\_\_\_ TO \_\_\_\_\_

1. On this page, discuss the employee's job performance at Guernsey-Sunrise Schools this year. The three possibilities are:

- (1) Exceptionally high level of achievement;
- (2) Performs work efficiently;
- (3) Improvement required in major work skills.

(If additional space is required, please use a separate sheet and attach it to this form.)

The following guidelines should be used in discussing the employee's performance below:

**Technical Proficiency:**

- (a) Understands all phases of work and related matters;
- (b) Quality and thoroughness of work accomplished under normal conditions and the promptness with which it is completed.

**Reliability:**

- (a) Reliability in execution of assigned tasks;
- (b) Dependability in following instruction;
- (c) Need for supervision;
- (d) Attendance.

**Attitude Toward Work:** (a) Attitude toward school, supervisors, other employees with whom they come in contact;

- (b) Takes initiative to work with and for others.

A. TECHNICAL PROFICIENCY:

B. RELIABILITY:

C. ATTITUDE TOWARD WORK

D. OTHER: (Can be used as a general overview of the employee's performance, or any other pertinent comments.)

E. If you wish to comment on your evaluation, or, if you disagree with it in any way, document your comments below or on a separate sheet of paper.