

**GUERNSEY-SUNRISE SCHOOLS**  
**CLASSIFIED EMPLOYEE PERFORMRANCE REVIEW**

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

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

On this page, rate employee's job performance at Guernsey this year.  
The three possibilities are:

- (1) Commendable, Positive Performance
- (2) Range of Performance As Required by Job
- (3) Improvement required in major work skills

Technical Proficiency

- \_\_\_\_\_ 1. Understands all phases of work and related matters.
- \_\_\_\_\_ 2. Quality and thoroughness of work accomplished under normal conditions and the promptness with which it is completed.

Reliability

- \_\_\_\_\_ 1. Reliability in execution of assigned tasks.
- \_\_\_\_\_ 2. Dependability in following instructions.
- \_\_\_\_\_ 3. Need for supervision.
- \_\_\_\_\_ 4. Attendance.

Attitude Toward Work

- \_\_\_\_\_ 1. Attitude toward school, supervisors, other employees with whom they come in contact.
- \_\_\_\_\_ 2. Takes initiative to work with and for others.

COMMENTS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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