



Great Falls Public Schools
CLASSIFIED EMPLOYEE EVALUATION

Employee Name: _____

Position: _____ Location: _____

Scoring Key: *CIRCLE SCORE IN EACH CATEGORY THAT BEST REPRESENTS EMPLOYEE'S OVERALL PERFORMANCE*

5	Significantly Exceeds Expectations
4	Exceeds Expectations
3	Meets Expectations
2	Sometimes Meets Expectations
1	Does Not Meet Expectations

1. Demonstrates Proficiency in Essential Functions of Job:

1 2 3 4 5

COMMENTS: _____

2. Demonstrates Respect for Others in Work Environment (students, coworkers, parents, supervisors, etc):

1 2 3 4 5

COMMENTS: _____

3. Demonstrates Dependability and Commitment towards Job:

1 2 3 4 5

COMMENTS: _____

Self-Assigned Goal for Next 12 months:

Supervisor's Assigned Goal for Next 12 months:

Did Employee successfully complete goal(s) from prior year (if applicable)? YES NO

Comments: _____

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____