

TRENTON PUBLIC SCHOOLS

Trenton, New Jersey

ANNUAL APPRAISAL OF CLASSIFIED EMPLOYEES

DATE

School: _____ Employee Name: _____

Assignment: _____ Certification: _____
(if required)

A. Recommended for Re-employment

- 1. Without Reservation _____
- 2. With Reservation _____
- 3. Not Recommended _____

B. Recommended for Increment _____

C. Recommended for Transfer _____

D. Statement of General Appraisal: _____

Supervisor's Signature: _____ Date: _____

Employee's Signature: _____ Date: _____

Please return this appraisal to my office by _____.

TRENTON PUBLIC SCHOOLS
Trenton, New Jersey

To: All Administrative Officers, Directors, Principals, Supervisors and Coordinators

RE: EVALUATION OF CLASSIFIED PERSONNEL

Name: _____ Rating Period: _____ Rating Score: _____

Title: _____ School Department: _____

No. Years In Present Position: _____ No. Years in Trenton: _____ No. Years Outside Experience: _____

Grade Completed: _____ Date: _____ Further Education: _____

Number of College Credits: _____
(if any)

DIRECTIONS TO RATER

The rater should place a check mark in the appropriate column to the right of the rated item.

5-Outstanding 4-Good 3-Average 2-Below Average 1-Unsatisfactory)

QUALITY OF WORK

1. Gives careful consideration to neatness and accuracy
2. Minimum amount of supervision is required
3. Knowledge of work minimizes waste of time
4. Plans well and organizes work

	5	4	3	2	1

QUANTITY OF WORK

1. Is skillful in completing assigned tasks
2. Has ability to stay with tasks until completed
3. Does not need to be checked and prodded to get job done
4. Produces well in terms of particular jobs

	5	4	3	2	1

WORK ATTITUDES

1. Ability to work harmoniously with others
2. Sees what needs to be done and does it without supervision
3. Is dependable, has initiative, can adapt
4. Attitude toward directions or instructions

	5	4	3	2	1

WORK HABITS

- 1. Regular in attendance/Infrequently tardy
- 2. Effect of habits on work of others
- 3. Skill in developing good work habits
- 4. Punctuality – Arrival – Departure from work or assignments

5	4	3	2	1

GENERALITIES

- 1. Personal behavior towards others
- 2. Standards of achievement
- 3. Attention to job needs
- 4. Competence and thoroughness in specialized area

5	4	3	2	1

***PLEASE TOTAL POINTS AT END OF EVALUATION. PLACE FINAL RATING AT TOP OF FRONT**

- 5**– Outstanding (91-100)
- 3**– Average (56-75)
- 1**– Unsatisfactory (20-35)
- 4**– Good (76-90)
- 2**– Below Average (36-55)

THE RATER CAN EVALUATE THE EMPLOYEES'S SCORE ACCORDINGLY

REMARKS: _____

1. Statement by Rater:

This report is based on personal observation and knowledge of the employee's work.

(Signature of Rater) (Title) (Date)

2. Statement by Employee:

I hereby certify that I have personally reviewed this rating and have been given the opportunity to discuss it with the rater.

(Signature of Employee) (Title) (Date)