

DENVER PUBLIC SCHOOLS
DEPARTMENT OF HUMAN RESOURCES- CLASSIFIED PERSONNEL
EMPLOYEE PERFORMANCE APPRAISAL

Process Level/Department:

Name:

Job Classification:

Date Classified:

Areas below marked unsatisfactory and/or below average must be explained in writing. A program for improvement in unsatisfactory and/or below average areas must accompany this appraisal.

Performance Area	Excellent	Above Average	Satisfactory	Below Average	Unsatisfactory	Appraiser's Comments
JOB PERFORMANCE						
Φ Ability to plan and organize work						
Φ Consistency of work performed						
Φ Comprehension and compliance with work instructions						
Φ Observation of safety precautions						
Φ Observation of School District and Departmental policies and procedures						
Φ Skills to perform job						
ABILITY IN SUPERVISION (if applicable)						
Φ Ability to plan, organize and control the work assignments						
Φ Ability to train and instruct employees in new assignments						
Φ Ability to evaluate performance of employees						
PERSONAL QUALITIES						
Φ Use of initiative and judgment						
Φ Regularity of attendance						
Φ Punctuality						
Φ Ability to maintain harmonious working relationships						
RECOMMENDED AREAS FOR IMPROVEMENT:						
Employee is recommended for continued employment in present assignment				YES	NO	
COMMENTS (either by appraiser or employee)						

Employee's signature is required on this form and any attachments.
Employee's signature does not indicate approval; rather that the appraiser has reviewed and discussed the appraisal with the employee.

Employee's signature and date

RETURN THIS COPY TO DEPT OF HUMAN RESOURCES

Appraiser's signature and date