

Jefferson County Schools Classified Employee Evaluation Checklist

Job Title _____ Job Description Number _____

Employee Name _____ Date of Evaluation _____

Job Standards:	Satisfactory	Unsatisfactory*
1. Adequately performs job duties as listed on Job Description.		
2. Follows Jefferson County Board of Education and local school policies.		
3. Reports to work on time.		
4. Supports school personnel.		
5. Displays a cooperative attitude.		
6. Maintains professional confidentiality.		
7. Maintains appropriate personal appearance.		
8. Selects attire appropriate for job/position.		
9. Accepts constructive criticism.		

Signature of Employee _____ Date _____

Signature of Evaluator _____ Date _____

*Must give description of deficit _____
