

CLASSIFIED EVALUATION SUMMARY

Missoula County Public Schools

Name _____ Job Title _____

Building _____ Report period from: _____

The purpose of an Evaluation is to improve the effectiveness of each employee.

1. **Performance of duty:** The amount of regularly produced work consistent with job expectation.

2. **Use and maintenance of equipment:** Ability to learn and use new equipment and new technology.

3. **Attitude:** Amount of interest and initiative shown.

4. **Desire for improvement:** Plans own work satisfactorily; follows new methods upon request.

5. **Ability to get along with others:** Cooperation with adults and students.

6. **Statement of overall performance and recommendations.**

I hereby acknowledge I have reviewed this evaluation with my supervisor and that I have received a copy of the evaluation.

Employee's Signature _____ Date _____

Supervisor's Signature _____ Date _____

Copy: Personnel/Employee