

Harlan County Classified Summative Evaluation Form

Name _____ Position _____

Employed Since _____ Work Site _____

	MEETS	MEETS W/RESERVATION	DOES <u>NOT</u> MEET
Standard 1 (Job Knowledge) Knowledge of the information, procedures, materials, equipment, techniques, etc. required for the position. Comments:			
Standard 2 (Productivity and quality of work) Completion, accuracy, timeliness, and volume of work. Comments:			
Standard 3 (Responsibility, dependability, & attendance) Ensures the successful completion of tasks, effort made to meet work demands, attendance, dependability, and general assistance. Comments:			
Standard 4 (Interpersonal Relations) Positive collegial relationships with other employees, students, supervisors, the community and a willingness to help others perform required duties and to help others accomplish tasks. Comments:			
Overall Rating			

Failure to meet any one standard may be grounds for nonrenewal of contract.

Evaluator Comments _____

Evaluatee Comments _____

(additional pages may be added as needed)

Evaluatee () I agree with the summative evaluation
 () I disagree with the summative evaluation

Signature _____
 Date _____

Supervisor Recommendation

() meets standards for reemployment () meets standards for reemployment w/reservation
 () Does NOT meet standards for reemployment

Evaluator Signature _____ Date _____

Disagreement with this evaluation should follow the Harlan County Evaluation Appeal process outlined in the classified evaluation process.