



# RIALTO UNIFIED SCHOOL DISTRICT

## CLASSIFIED EVALUATION RUBRIC

Skill, Ability, Knowledge Area	Exceeds Expectations	Meets Expectations	Needs Improvement	Unsatisfactory
<b>1. Quality of Work/Efficiency</b>	Produces accurate, neat and effective product. Suggests innovative ideas to improve efficiency or streamline processes.	Produces accurate, neat and effective product.	Occasionally does not produce accurate, neat and effective product.	Does not produce accurate, neat and effective product on a regular basis.
<b>2. Quantity of Work</b>	Consistently produces high volume of work in a very timely manner.	Produces satisfactory volume of work in a timely manner.	Does not consistently produce a satisfactory volume of work in a timely manner.	Unable to produce acceptable quantity of work in a timely manner.
<b>3. Job Knowledge</b>	Has high level of experience and skill and continues further training	Blends training/skill/ experience	Job knowledge is improving but still has room to grow.	Demonstrates limited knowledge of job.
<b>4. Dependability</b>	Handles details; accomplishes goals and meets deadlines without supervision	Follows through and accomplishes goals; handles details with limited supervision; meets deadlines.	Sometimes follows through and is working towards goals; requires some supervision; occasionally meets deadlines.	Rarely follows through or accomplishes goals; requires constant supervision.
<b>5. Flexibility &amp; Adaptability</b>	Is extremely open and responsive and adjusts very well to change; strong participation in the change process; provides feedback and often initiates new ideas in response to change.	Is open and responsive; accepts change well; participates in the change process; provides feedback.	Has a hard time with change; occasionally participates in the change process; can improve on feedback	Is not open or responsive to change; resists or is defensive of new ideas.
<b>6. Initiative</b>	Is extremely resourceful; consistently anticipates needs and seeks self-improvement; is highly motivated and interested in job and work; regularly suggests new ideas for improvement.	Is resourceful; anticipates needs; is concerned about self-improvement; is motivated and interested in job and work; suggests new ideas for improvement.	Is occasionally motivated; needs to be told what to do at times; may suggest new ideas for improvement.	Is not motivated; consistently has to be told what to do; is not concerned about self-improvement; does not appear to be interested in job/work.
<b>7. Judgment &amp; Decision Making</b>	Takes initiative in resolving problems and evaluates all options in making decision.	Understands and resolves problems; able to weigh options and make reasonable and appropriate decisions.	Needs assistance resolving problems/issues; occasionally makes decisions but needs some improvement in this area.	Unable to understand and resolve problems; unable to make decisions.
<b>8. Organization</b>	Is extremely organized, always plans ahead and is very proactive in prioritizing work; is extremely efficient in accomplishing goals and tasks.	Orderly, follows logical and efficient processes and procedures.	Becomes unorganized at times; is still learning processes and procedures.	Is unorganized, unable to plan and prioritize work.

Skill, Ability, Knowledge Area	Exceeds Expectations	Meets Expectations	Needs Improvement	Unsatisfactory
<b>9. Care &amp; Operation of Equipment</b>	Always maintains and operates equipment	Maintains and operates equipment effectively	Occasionally maintains equipment; needs improvement handling/using equipment.	Rarely maintains equipment and operates in a safe manner
<b>10. Safety</b>	Adheres strictly to appropriate safety/injury prevention measures; practices good housekeeping; keeps work area neat; takes care of equipment.	Observes appropriate safety/injury prevention measures; practices good housekeeping; keeps work area neat; takes care of equipment.	Occasionally observes appropriate safety/injury prevention measures; Needs improvement in keeping work area neat and taking care of equipment.	Does not always observe appropriate safety/injury prevention measures; does not practice good housekeeping; does not keep work area neat; does not take care of equipment.
<b>11. Compliance</b>	Has strong understanding and adheres strictly to district and site policies, rules, procedures.	Understands and/or follows district and site policies, rules, and procedures.	Sometimes follows District and site/service areas policies, rules and procedures.	Does not understand and/or follow District and site/service area policies, rules, and procedures.
<b>12. Attendance</b>	Exceptionally reliable; is rarely absent or late. Makes exceptional effort to be present. Uses less than half the number of days/hours earned per year.	Uses no more than the number of days/hours earned per year.	Uses more than the number of days/hours of leave earned per year.	Excessively uses more than the number of days/hours of leave earned per year.
<b>13. Punctuality</b>		Always arrives to work on time; is prompt to assignment.	Occasionally arrives late to work or assignment.	Routinely arrives late to work or assignment.
<b>14. Appearance</b>		Appropriately dressed for work; is tidy and well groomed.	Occasionally dresses inappropriately for work; appears untidy and unkept at times.	Inappropriately dresses for work; is untidy and unkept on a regular basis.
<b>15. Professionalism</b>	Relates exceptionally well with others; modifies approach to individuals; achieves willing cooperation.	Pleasant manner with others; willingly participates in team-working situations. Understands and observes confidentiality within their job responsibilities.	Needs to improve relationships with fellow colleagues, parents and staff. Occasionally becomes frustrated when dealing with people. Needs to improve confidentiality within the scope of their job.	Cannot relate to others; tends to ignore, be inconsistent, or overacts to problem situations. Demonstrates anger and confrontational attitude towards others. Does not maintain confidentiality within the scope of their job.