

Name: _____

Date: _ _ - _ - _ _ _

LEGENDS Indicators	Indicator Description	Not Met	Developing	Proficient	Exceeds
Relationships with Others	Positive attitude in meeting the needs of customers (e.g., parents, students, staff, vendors, community members); Communicates in an appropriate manner; Friendly and helpful; Handles sensitive issues appropriately. Are the customers treated with respect?				
Communication	Exchanges information appropriately; Tactful and considerate; Good listening skills; Speaks and writes in a clear and understandable manner; Effectively deals with problems with parents, students, co-workers and supervisors. Consider the appropriateness, timeliness, professionalism, and clarity of communications. Is good judgment used when choosing (or not) to communicate? Communicates with supervisor when necessary? Do communications nurture positive work relations?				
Quality of Work	Is dependable and trustworthy; Attendance is satisfactory and absence policies, including notification, are followed; Independent worker who requires minimal supervision; Consistently follows through with job responsibilities in a timely fashion. Makes sound decisions and judgment calls. Maintains equipment/district property properly; Consider the extent to which the employee can be depended on to do the job. Consider to what extent supervision is required.				
Dependability	Is dependable and trustworthy; Attendance is satisfactory and absence policies, including notification, are followed; Independent worker who requires minimal supervision; Consistently follows through with job responsibilities in a timely fashion. Makes sound decisions and judgment calls. Maintains equipment/district property properly; Consider the extent to which the employee can be depended on to do the job. Consider to what extent supervision is required.				
Initiative	Recognizes opportunities to take action appropriately; Self-starter; Has new ideas and makes suggestions for positive change; Willing to take on new challenges. Consider if suggestions are made frequently; is the employee a self-starter; are acquired skills shared with others?				
Flexibility/ Adaptability	Makes adjustments and changes easily to work assignments and unforeseen circumstances; Readily accepts new or changing conditions; Works effectively in a variety of situations; Works well under stressful conditions. Are changes readily accepted and adjusted to?				
Work Knowledge and Skill	Understands all aspects of the job; Possesses knowledge and skills necessary to perform job; Pays attention to details; Understands technical job processes; knows and uses departmental standards. Consider knowledge and understanding of the job. Are the correct methods or techniques used? Is the knowledge routinely applied on the job?				
Business Judgment/ Organization	Considers management of time; organizes tasks efficiently and effectively; delegates appropriately; consistently meets deadlines; sets priorities. Consider the volume of work done under everyday conditions. Is the work normally completed in the time allowed and are time and materials used wisely? Are available resources utilized?				
Safety	Keeps a clean and orderly work area. Adheres to safe work practices. Identifies and corrects unsafe conditions. Consider awareness of safe and sanitary practices and conditions in the work setting. Consider the degree to which the individual exhibits initiative, safety and liability awareness toward public, fellow employees, self and property.				
Team Work	Works cooperatively with others; Uses tact and diplomacy; Develops good working relationships; Promotes good staff morale; Puts team needs above individual needs; Works positively in solving problems. Consider relationships within the work environment. Are efforts made to build positive work relationships?				
Self-Improvement/ Professional Development	Enhances job performance by participating in learning opportunities; Open to suggestions and makes changes as necessary; Self-reflects; Interested in work and in increasing knowledge and improving skills. Consider whether the staff member is open to change and learning new ways of doing things; is appropriate attention given when suggestions for improvement are made; is the employee striving for self-improvement?				

Site Visit	Date	Comments	Classified Staff