

# East San Gabriel Valley Regional Occupational Program and Technical Center

## CLASSIFIED OBSERVATION SNAPSHOT

Employee: \_\_\_\_\_ Evaluator: \_\_\_\_\_

Date: \_\_\_\_\_ Work Station: \_\_\_\_\_

School Site: \_\_\_\_\_

*Check only those that apply and add comments in the space provided*

### 1. CREATES A POSITIVE WORKING ENVIRONMENT:

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Uses time wisely             | <input type="checkbox"/> Observes rules & procedures                                | <input type="checkbox"/> Safe environment       |
| <input type="checkbox"/> Conforms to work hours       | <input type="checkbox"/> Accepts constructive criticism well                        | <input type="checkbox"/> Flexibility is evident |
| <input type="checkbox"/> Clean/neat work station/area | <input type="checkbox"/> Greets staff, students & visitors in a professional manner | <input type="checkbox"/> Other: _____           |

COMMENTS: \_\_\_\_\_

### 2. EMPLOYEE:

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Is a self-starter   | <input type="checkbox"/> Practices newly acquired skills      | <input type="checkbox"/> Task-oriented   |
| <input type="checkbox"/> Shows initiative  | <input type="checkbox"/> Engages in assignment/task           | <input type="checkbox"/> Is flexible; can adapt to changes in work routine     |
| <input type="checkbox"/> Applies new skills without continuously asking for guidance | <input type="checkbox"/> Works with minimal supervision       | <input type="checkbox"/> Takes advantage of opportunities for self-improvement |
| <input type="checkbox"/> Cooperates with others in work situations                   | <input type="checkbox"/> Accepts direction without resentment | <input type="checkbox"/> Other: _____  |

COMMENTS: \_\_\_\_\_

### 3. ACTIVITIES:

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Individual work                        | <input type="checkbox"/> Short & long-term projects/research         | <input type="checkbox"/> Open-ended problem-solving                                       |
| <input type="checkbox"/> Hands-on learning                      | <input type="checkbox"/> Computation skills                          | <input type="checkbox"/> Discussion of self /peer assessments                             |
| <input type="checkbox"/> Budgetary skills                       | <input type="checkbox"/> Data analysis                               | <input type="checkbox"/> Concise Reports  |
| <input type="checkbox"/> Performs job accurately and thoroughly | <input type="checkbox"/> Meets deadlines & schedules for assignments | <input type="checkbox"/> Possesses the knowledge and skills to carry out work assignments |
| <input type="checkbox"/> Uses sound judgment                    | <input type="checkbox"/> Shows pride in work performed               | <input type="checkbox"/> Other: _____   |

COMMENTS: \_\_\_\_\_

### 4. DESCRIBE BEST EVIDENCE OF TEAM BUILDING/COLLEGIALITY WITH THIS EMPLOYEE: