

Employee Name: \_\_\_\_\_  
 School or Department: \_\_\_\_\_

Period of Report: From: \_\_\_\_\_ To: \_\_\_\_\_  
 Evaluation Type:  Probation  Annual

Job Title: \_\_\_\_\_  
 Date of Conference: \_\_\_\_\_

	<b>Exemplary</b>	<b>Proficient</b>	<b>Developing</b>	<b>Unsatisfactory</b>
1. Job Knowledge	Broad knowledge of technical and operating procedures for all aspects of own and closely related jobs. <input type="checkbox"/>	Generally knowledgeable of technical and operating procedures for all aspects of this job. <input type="checkbox"/>	Lacks knowledge of technical and operating information about some aspects of the job. Shows desire to improve. <input type="checkbox"/>	Regularly makes mistakes due to lack of knowledge on many standards and more complex aspects of job. Shows little sign of improvement despite counseling. <input type="checkbox"/>
2. Quality of Work	Performance significantly and consistently surpasses all performance standards established for the position. <input type="checkbox"/>	Performance meets the standards established for this position and regularly achieves expected results. <input type="checkbox"/>	Performance meets the standards established for this position; however, at times reminders of expectations may have to be given. <input type="checkbox"/>	Performance inconsistently meets the standards established for this position and indicates that significant tasks are not completed in the time or manner expected. <input type="checkbox"/>
3. Cooperation	Shows understanding, support, and tact with others. Makes others feel comfortable. Has the ability to resolve conflict in a respectful and courteous way. <input type="checkbox"/>	Cooperates and gets along well with others. Recognizes and seeks to repair damages to relationships. <input type="checkbox"/>	Occasionally might have lapses in courtesy, tact, or understanding. Attempts to repair damage to relationships immediately if recognized or pointed out. <input type="checkbox"/>	Frequently causes unrest or friction with others. Lapses in courtesy, tact, and understanding are common. <input type="checkbox"/>
4. Dependability	Exemplifies utmost confidence, carries out work in all details. <input type="checkbox"/>	Works well, requires minimal supervision. <input type="checkbox"/>	Can be entrusted to do a job with routine supervision. <input type="checkbox"/>	Cannot be relied on, work must be closely supervised. <input type="checkbox"/>
5. Adaptability	Highly flexible, can be used effectively in all types of work. <input type="checkbox"/>	Adjusts quickly, accepts new or different conditions easily. <input type="checkbox"/>	Accepts new or different conditions, but adjustment isn't easy. <input type="checkbox"/>	Difficulty accepting and adjusting to new conditions. <input type="checkbox"/>
6. Initiative	Independently recognizes tasks that need to be performed. <input type="checkbox"/>	Receives task assignments from supervisor and occasionally finds ways to exceed requirements. <input type="checkbox"/>	Completes tasks assigned by supervisor but rarely goes beyond what is asked of them. <input type="checkbox"/>	Work regularly does not meet supervisor's expectations. Reluctantly exerts effort. <input type="checkbox"/>
7. Safety	Exercises great care and foresees hazards to self and others. <input type="checkbox"/>	Practices good safety habits. <input type="checkbox"/>	Occasionally careless of safety of self and others. <input type="checkbox"/>	Often careless of safety of self and others. <input type="checkbox"/>
8. Confidentiality	Assists others in protecting confidentiality. <input type="checkbox"/>	Protects confidentiality of students, employees, and school events. <input type="checkbox"/>	Occasionally shares confidential information inappropriately; gossips. <input type="checkbox"/>	Infringes on the privacy rights of others by revealing confidential information. <input type="checkbox"/>
Evaluator Comments:				Attendance/Punctuality <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory

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

The employee signature above does not necessarily imply that the employee agrees with the evaluation report, but only that he or she has seen and discussed it with the evaluator and/or supervisor.