

CLASSIFIED PROBATIONARY EMPLOYEE PERFORMANCE EVALUATION

Employee Name _____ School Site _____
 Job Title _____ Last Day of Probation _____
 Hire Date _____

Instructions to Evaluator: Evaluators should refer to the employee's job description when completing this form; the evaluation should focus on the employee's ability to perform the job duties listed in the job description. Employees should be evaluated two times: at two months or 40 workdays and again at 4 months or 80 workdays. Indicate the evaluation of the employee's job performance by writing a number between 1 and 3 on the blank line to the right of each attribute, in the appropriate column. Use the following scale:

1 = Standard Not Met 2 = Needs Improvement 3 = Meets Standard

See the reverse side of this form for additional comments to the evaluator and the employee.

	2 MONTHS OR 40 WORKDAYS	4 MONTHS OR 80 WORKDAYS
ATTRIBUTE	DATE	DATE
QUANTITY OF WORK The extent to which the employee accomplishes assigned work of a specified quality within a specified time period.		
QUALITY OF WORK The extent to which the employee's work is well executed, thorough, effective, Accurate.		
KNOWLEDGE OF JOB The extent to which the employee knows and demonstrates how and why to do all phases of assigned work, given the employee's length of time in his/her current position.		
RELATIONS WITH SUPERVISOR The manner in which the employee responds to supervisory directions and comments. The extent to which the employee seeks counsel from supervisor on ways to improve performance.		
COOPERATION WITH OTHERS The extent to which the employee gets along with other individuals. Consider the employee's tact, courtesy, and effectiveness in dealing with co-workers, subordinates, supervisors, and customers.		
ATTENDANCE AND RELIABILITY The extent to which employee arrives on time and demonstrates consistent attendance; the extent to which the employee contacts supervisor on a timely basis when employee will be late or absent.		

Comments to Evaluator and Employee: Evaluators should discuss the evaluation results with the employee and be given a copy of the evaluation for their own records. Both the evaluator and the employee should sign the evaluation form. The employee signature indicates only that the employee received a copy of the evaluation. It does not necessarily signify employee concurrence. Both employee and evaluator are strongly encouraged to include written comments.

**TWO MONTH EVALUATION
OR 40 WORKDAYS**

(Evaluator Signature and Date)

(Employee Signature and Date)

**FOUR MONTH EVALUATION
OR 80 WORKDAYS**

(Evaluator Signature and Date)

(Employee Signature and Date)

Employee Comments (please include date; attach additional paper if necessary):

Evaluator Comments (please include date; attach additional paper if necessary):

TO BE COMPLETED AT LAST EVALUATION BEFORE END OF PROBATIONARY PERIOD:

- I recommend this probationary employee become permanent and continuous.
- I recommend this probationary employee be dismissed before the end of the probationary period and will submit the appropriate forms.
- Employee resigned before completion of probationary period. (It is important that HR receive this form even if employee has resigned.)

Evaluator Signature Date

REV 09/2022