ST. JAMES-ASSINIBOIA SCHOOL DIVISION

Great Schools for Growing and Learning

POLICY:GDI-E-1 #102475

PROBATIONARY/TRIAL SUPPORT STAFF EVALUATION

REVIEW PERIOD: Midpoint Final	<u> </u>	rial 🔛	
NAME:			
SUPERVISOR:			
LOCATION:			
REVIEW PERIOD START/END DATE:			
EXPECTATIONS	EXCEEDING	MEETING	NOT MEETING
QUALITY OF WORK – performing in a thorough, accurate, an appropriate manner.	d 🗆		
PRODUCTIVITY – producing a significant volume of work in a specified period of time.			
JOB KNOWLEDGE – learning divisional, school, and departmental policies and procedures as well as informational and physical resources.			
ADAPTABILITY – adjusting to new methods and flexible in meeting needs of the position.			
INITIATIVE – assuming duties without significant prompting or direction from others.			
WORK HABITS – planning, organizing, and coordinating daily activities; dressing appropriately; and working safely and responsibly.			
DEPENDABILITY – completing assigned tasks and arriving punctually on a daily basis.			
ATTITUDE – demonstrating interest in position and accepting criticism, direction and/or supervision.			
INTERPERSONAL SKILLS – establishing relationships, informing others, considering the opinions of others, being helpful and courteous, and presenting a good public image.			
COMMUNICATION SKILLS – providing concise and detailed reports of problems and issues, and required documentation.			
SUPERVISORY SKILLS (do not rate unless directing the work of others) – leading others to achieve performance objectives.			

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Pass

Fail

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Extend

RECOMMENDATION (Please check the box that applies):

	Midpoint				
	Final				
	Trial				
COMMENTS:					
Superv	sor's Signatu	re:			
	Tit	tle:			
Signature of Adminis	Da strator/Princin				
	actual evaluat				
Instructions to Employe discussed it with your sup you have five (5) days to t	ervisor and u	nderstand the re	asoning behin	d it. If you disa	oraisal, agree with it,
EMPLOYEE'S COMMEN	TS:				
Employ	yee's Signatu	re:			
	Da	te:			

The personal information contained on this form is collected and protected under the authority of the Public Schools Act (PSA) and the Freedom of Information and Protection of Privacy Act (FIPPA) and will be used and disclosed for personnel administration and payroll purposes. If you have any questions about the collection, use or disclosure of this information, contact the Access and Privacy Officer, St. James-Assiniboia School Division, 2574 Portage Avenue, Winnipeg, MB R3J 0H8, (204) 888-7951.