

**PROBATIONARY/TRIAL SUPPORT STAFF EVALUATION**

**REVIEW PERIOD:** Midpoint ☐ Final ☐ Trial ☐

**NAME:** \_\_\_\_\_

**SUPERVISOR:** \_\_\_\_\_

**LOCATION:** \_\_\_\_\_

**REVIEW PERIOD START/END DATE:** \_\_\_\_\_

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

	Pass	Fail	Extend
Midpoint	<input type="checkbox"/>	<input type="checkbox"/>	
Final	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trial	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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**EMPLOYEE'S COMMENTS:**

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