

NAME	PERIOD OF REPORT FROM: _____ TO: _____	JOB TITLE
SCHOOL OR DEPARTMENT	TYPE: ___ Probation ___ Annual ___ Transfer	DATE

**1. COOPERATION**

Frequently causes unrest or friction with others. <input type="checkbox"/>	Cooperates reluctantly. <input type="checkbox"/>	Acceptable. <input type="checkbox"/>	Cooperates and gets along well with others. <input type="checkbox"/>	Exceptionally cooperative. <input type="checkbox"/>
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**2. DEPENDABILITY**

Cannot be relied on, work must be closely supervised. <input type="checkbox"/>	Needs more supervision than others doing same work. <input type="checkbox"/>	Can be entrusted to do a job with routine supervision. <input type="checkbox"/>	Works well, requires minimal supervision. <input type="checkbox"/>	Justifies utmost confidence, carries out work in all details. <input type="checkbox"/>
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**3. ADAPTABILITY**

Has difficulty in adjusting to changes from daily routine. <input type="checkbox"/>	Has difficulty when shifted to new or different conditions. <input type="checkbox"/>	Satisfactory in new or different conditions. <input type="checkbox"/>	Willingly accepts new or different conditions, adjusts quickly. <input type="checkbox"/>	Highly flexible, can be used effectively on several types of work. <input type="checkbox"/>
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**4. INITIATIVE**

Lacks initiative, performs only as directed. <input type="checkbox"/>	Rarely shows initiative. <input type="checkbox"/>	Shows initiative, makes some suggestions. <input type="checkbox"/>	Is progressive, uses creative imagination. <input type="checkbox"/>	Initiative results in frequent saving in time and materials and improves effectiveness. <input type="checkbox"/>
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**5. SAFETY**

Often careless of safety of self and others. <input type="checkbox"/>	Occasionally careless of safety of self and others. <input type="checkbox"/>	Follows acceptable safety practices. <input type="checkbox"/>	Practices good safety habits. <input type="checkbox"/>	Exercises great care and foresees hazards to self and others. <input type="checkbox"/>
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**6. ATTENDANCE AND PUNCTUALITY**

Undependable. <input type="checkbox"/>	Frequently absent or late. <input type="checkbox"/>	Acceptable in attendance. <input type="checkbox"/>	Infrequently absent or late. <input type="checkbox"/>	Extremely dependable. <input type="checkbox"/>
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**7. JUDGMENT**

Unable to make appropriate decisions. <input type="checkbox"/>	Frequently makes errors in judgment. <input type="checkbox"/>	Occasionally needs help in making decisions. <input type="checkbox"/>	Seldom errs in decisions. <input type="checkbox"/>	Accurately assesses situations, makes quick, accurate decisions. <input type="checkbox"/>
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	Needs Imprvmnt.	Satisfactory	Excellent		Needs Imprvmnt.	Satisfactory	Excellent
Cleans restrooms, hallways and classrooms.				Maintains grounds, walkways, and landscaped areas, as applicable.			
Cleans and sets up or takes down gym/cafeteria/multi-purpose room.				Personal appearance is appropriate for the job.			
Maintains cleaning equipment and school's supplies; helps keep custodial room in good condition.							
When applicable, carries out managerial responsibilities.							

Evaluator's Comments: *(The evaluator should explain any negative responses.)*

Employee's Comments:

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

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINCIPAL OR SUPERVISOR SIGNATURE

\_\_\_\_\_  
DATE