

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 Imprvmt.	Satisfactory	Excellent		Needs Imprvmt.	Satisfactory	Excellent
Plans materials and tools needed for jobs in advance.				Sets priorities and organizes work to be done.			
Follows supervisor's instructions.				Personal appearance is appropriate for the job.			
Takes care of tools and equipment.							
Completes assigned tasks.							

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