

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"/>
--	--	--------------------------------------	--	---

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"/>
--	--	---	--	--

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"/>
---	--	---	--	---

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"/>
---	---	--	---	--

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"/>
---	--	---	--	--

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"/>
--	---	--	---	--

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"/>
--	---	---	--	---

	Needs Imprvmt.	Satisfactory	Excellent		Needs Imprvmt.	Satisfactory	Excellent
Sets priorities and organizes work to be done.				Operates and maintains job-related equipment.			
Follows supervisor's instructions.				Maintains appropriate records.			
Maintains work flow.				When applicable, carries out managerial tasks.			
Communicates with public and/or co-workers.				Personal appearance is appropriate for the job.			

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