

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.	Cooperates reluctantly.	Acceptable.	Cooperates and gets along well with others.	Exceptionally cooperative.
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**2. DEPENDABILITY**

Cannot be relied on, work must be closely supervised.	Needs more supervision than others doing same work.	Can be entrusted to do a job with routine supervision.	Works well, requires minimal supervision.	Justifies utmost confidence, carries out work in all detail.
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**3. ADAPTABILITY**

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

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

Often careless of safety of self and others.	Occasionally careless of safety of self and others.	Follows acceptable safety practices.	Practices good safety habits.	Exercises great care and foresees hazards to self and others.
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**6. ATTENDANCE AND PUNCTUALITY**

Undependable.	Frequently absent or late.	Acceptable in attendance.	Infrequently absent or late.	Extremely dependable.
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**7. JUDGMENT**

Unable to make appropriate decisions.	Frequently makes errors in judgement.	Occasionally needs help in making decisions.	Seldom errs in decisions.	Accurately assesses situations, makes quick, accurate decisions.
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	NEEDS IMPRVMT	SATIS-FACTORY	EXCEL-LENT		NEEDS IMPRVMT	SATIS-FACTORY	EXCEL-LENT
1. Performs daily work.				5. Maintains counter portion control when serving.			
2. Follows instructions.				6. Maintains records.			
3. Judges appearance and quality of food.				7. If applicable, employee trains, motivates and leads co-workers.			
4. Operates and maintains Food Service equipment.				8. 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 \_\_\_\_\_