

**Darien Public Schools  
Evaluation Report Form  
Non-Certified**

<b>Employee Name:</b>	<b>Location:</b>
<b>Period of Evaluation:</b>	<b>Classification:</b>
<b>Date of Employment:</b>	<b>Date of Evaluation:</b>

**Purpose of Report: (Check One Below)**

	<b>Probationary Period</b>
	<b>Annual Performance Evaluation</b>
	<b>Status Report</b>
	<b>Other (define)</b>

**Performance Factors**

- I. Work Habits (such as: punctuality, attendance, cooperation, judgment, observance of Administrative Regulations and Board Policy).**

**Evaluation Comments:**

- II. Job Performance (such as: knowledge and use of up-to-date practices, skill level, use of technology, attitude toward work, initiative, quality of work, time on task and time management).**

**Evaluation Comments:**

- III. Personnel Relationships (such as: ability to work with supervisor(s), co-workers, parents, and/or students and the public, maintaining and promoting a consumer-friendly environment).**

**Evaluation Comments:**

**Evaluation for Supervisory Employees Only**

- IV. Supervision (such as: ability to plan, schedule and evaluate supervisee's performance; training skill, decision making, time management, office management and unit morale).**

**Evaluation Comments:**

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**Comments of Evaluator:**

**Check One Below:**

<input type="checkbox"/>	On the basis of this evaluation, the performance of this employee meets the professional standards of the Darien Public Schools.
<input type="checkbox"/>	On the basis of this evaluation, the performance of this employee does not meet the professional standards of the Darien Public Schools

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**Employee Comments (optional):**

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**Signature of Employee**                      **Date**  
(Signature indicates that employee has read the report)

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**Signature of Evaluator**                      **Date**

cc:      Employee  
         Personnel File