

South St. Paul Schools

Probationary Employee Evaluation Form

Our Core Values: Compassion, Equity, Excellence, Integrity, Resilience, Respect

Name _____ Hire Date _____

Assignment: _____ Building _____

Refer to Employee Evaluation Rubric for detailed descriptions of each category and level

KEY: U=Unsatisfactory B=Basic P=Proficient D=Distinguished NA=Not Applicable

A. COMPASSION, EQUITY, RESPECT	U	B	P	D	NA
1. Demonstrates a positive attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Contributes to a positive work environment and culture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Interacts appropriately with community members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Interacts appropriately with all staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Interacts appropriately with students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Acts as a positive role model	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

B. INTEGRITY	U	B	P	D	NA
1. Maintains acceptable attendance record	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Utilizes time appropriately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Ensures confidentiality of information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Adhere to District policies and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

C. EXCELLENCE	U	B	P	D	NA
1. Knowledge & performance of job duties (<i>refer to job description</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Quality work performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Quantity of work/time management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Models excellent communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Utilizes technology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Comments:

[Empty box for comments]

D. RESILIENCE

	U	B	P	D	NA
1. Ability to problem solve	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Demonstrates flexibility and adapts to change	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Welcomes professional development and personal growth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

[Empty box for comments]

OVERALL COMMENTS:

[Large empty box for overall comments]

Probationary Period Status: Recommend Continued Employment Recommend Release

Signature indicates discussion has occurred. Employees may attach a response to this evaluation (optional).

Employee Signature

Date

Supervisor Signature

Date

Submit signed original form to the Human Resources Department to include in personnel file

Our Mission – Ignite a passion in every learner to inquire, continuously improve and engage in positively changing our world