



PORTAGE LA PRAIRIE SCHOOL DIVISION
EVALUATION REPORT - SUPPORT STAFF

To be completed and submitted during the eighth week of probationary employment and annually thereafter to the Superintendent.

NAME OF EMPLOYEE _____

DATE OF EMPLOYMENT _____ **DATE OF EVALUATION** _____

JOB CLASSIFICATION _____ **DEPT/SCHOOL** _____

EVALUATION PREPARED BY _____

This report is to be used by the principal/supervisor to record the employee's level of performance in achieving the goals and objectives of his/her position.

In making this appraisal, the following factors are to be considered:

1. execution of duties: efficiency, punctuality & quality of work
2. willingness to learn and work independently
3. organizational skills
4. attitude toward job responsibilities/rapport with supervisors and staff
5. rapport & effectiveness with students
6. team worker
7. communication skills
8. deportment (personal behavior/conduct)
9. demonstrates confidentiality

1. EXECUTION OF DUTIES: EFFICIENCY , PUNCTUALITY AND QUALITY OF WORK

- meets job requirements
- below job requirements but showing improvement
- unsatisfactory

Comment

PS-06-98/04

2. WILLINGNESS TO LEARN AND WORK INDEPENDENTLY

- meets job requirements
- below job requirements but showing improvement
- unsatisfactory

Comment

3. ORGANIZATIONAL SKILLS

- meets job requirements
- below job requirements but showing improvement
- unsatisfactory

Comment

4. ATTITUDE TOWARD JOB RESPONSIBILITIES/RAPPORT WITH SUPERVISORS AND STAFF

- meets job requirements
- below job requirements but showing improvement
- unsatisfactory

Comment

5. RAPPORT AND EFFECTIVENESS WITH STUDENTS

- meets job requirements
- below job requirements but showing improvement
- unsatisfactory

Comment



6. TEAM WORKER

- meets job requirements
- below job requirements but showing improvement
- unsatisfactory

Comment

7. COMMUNICATION SKILLS

- meets job requirements
- below job requirements but showing improvement
- unsatisfactory

Comment

8. DEPARTMENT (personal behavior/conduct)

- meets job requirements
- below job requirements but showing improvement
- unsatisfactory

Comment

9. DEMONSTRATES CONFIDENTIALITY

- satisfactory
- a concern
- unsatisfactory

Comment



COMMENTS (Additional observations related to the Job Description)

I have read the attached report and:

I **AGREE** in general principle with the assessments made _____
(Employee's Signature)

I **DISAGREE** with the assessments made _____
(My objections are recorded on the attached sheet) **(Employee's Signature)**

(Supervisor's Signature)

(Date)

FOR PROBATIONARY EMPLOYEES

- Recommended for Continued Employment
- Not Recommended for Continued Employment
- Extension of Probationary Period additional 3 months

FOR DIVISION OFFICE ONLY:

The attached report has been received and read by the Superintendent's Department.

Date Superintendent/Assistant Supt.

ACTION TAKEN:

Evaluation Filed

Evaluation Filed & Response Sent (copy attached, copy to supervisor)

Name: _____ Date: _____

COMMENTS: _____

