



**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**



File GGF-E1

**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:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_