Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Site: Bus Garage

\_\_\_30 days \_\_\_ 6 months Program Activity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_60 days \_\_\_ Annual \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_90 days \_\_\_ Bi-annual \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Attendance \_\_\_\_ Satisfactory  \_\_\_\_ Needs Improvement  \_\_\_\_ Unsatisfactory | REASONS: |
| Punctuality \_\_\_\_ Satisfactory  \_\_\_\_ Needs Improvement  \_\_\_\_ Unsatisfactory |  |
| Developing a working \_\_\_\_ Satisfactory  Knowledge of duties and \_\_\_\_ Needs Improvement  Responsibilities, and \_\_\_\_ Unsatisfactory  School procedures for the time period worked. |  |
| General Quality of Work \_\_\_\_ Satisfactory  \_\_\_\_ Needs Improvement  \_\_\_\_ Unsatisfactory |  |
| Ability to plan work and \_\_\_\_ Satisfactory  Carry through on \_\_\_\_ Needs Improvement  Assignments without \_\_\_\_ Unsatisfactory  Constant supervision. |  |
| Ability to get along with \_\_\_\_ Satisfactory  Other staff, outside \_\_\_\_ Needs Improvement  Agencies, the public, \_\_\_\_ Unsatisfactory  Students, etc. |  |
| Attitude toward work, \_\_\_\_ Satisfactory  Supervisor, peers, etc. \_\_\_\_ Needs Improvement  \_\_\_\_ Unsatisfactory |  |
| Considering all factors \_\_\_\_ Satisfactory  The work performance \_\_\_\_ Needs Improvement  Of this employee is \_\_\_\_ Unsatisfactory |  |

Major weak points are:

Major strong points are:

And these can be strengthened by:

Evaluated by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name & Title Date

A copy of this evaluation has been given to me, and has been discussed with me.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Date