

Name: \_\_\_\_\_ Site: Bus Garage

30 days     6 months    Program Activity: \_\_\_\_\_  
 60 days     Annual    \_\_\_\_\_  
 90 days     Bi-annual    \_\_\_\_\_

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

Major weak points are:  
\_\_\_\_\_

Major strong points are:  
\_\_\_\_\_

And these can be strengthened by:  
\_\_\_\_\_

\_\_\_\_\_

Evaluated by: \_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Title)

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

\_\_\_\_\_  
(Participant's Signature)

\_\_\_\_\_  
(Date)