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 \_\_\_\_ SatisfactoryKnowledge of duties and \_\_\_\_ Needs ImprovementResponsibilities, and \_\_\_\_ UnsatisfactorySchool procedures for the time period worked. |  |
| General Quality of Work \_\_\_\_ Satisfactory \_\_\_\_ Needs Improvement \_\_\_\_ Unsatisfactory |  |
| Ability to plan work and \_\_\_\_ SatisfactoryCarry through on \_\_\_\_ Needs ImprovementAssignments without \_\_\_\_ UnsatisfactoryConstant supervision.  |  |
| Ability to get along with \_\_\_\_ SatisfactoryOther staff, outside \_\_\_\_ Needs ImprovementAgencies, the public, \_\_\_\_ UnsatisfactoryStudents, etc.  |  |
| Attitude toward work, \_\_\_\_ SatisfactorySupervisor, peers, etc. \_\_\_\_ Needs Improvement \_\_\_\_ Unsatisfactory |  |
| Considering all factors \_\_\_\_ SatisfactoryThe work performance \_\_\_\_ Needs ImprovementOf 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