

TRIAL PERIOD EVALUATION

Name:
Position:
Supervisor:

Center:
Date of Hire:

Ratings: Employee is to be rated on as described below.

- 1: **Below expectations:** Performance is substandard and requires improvement.
- 2: **Meets expectations:** Performance fully meets and occasionally exceeds standards.
- 3: **Exceeds expectations:** Performance consistently exceeds set standards.
- N/A: **Not applicable** - Lack of sufficient knowledge to evaluate the performance factor.

Section I: Basic Job Skills

<u>ATTENDANCE</u>	<u>Below</u>	<u>Meets</u>	<u>Exceeds</u>	<u>N/A</u>
Employee adheres to work schedule and provides adequate notice for use of personal time or vacation				

<u>PROFESSIONALISM</u>	<u>Below</u>	<u>Meets</u>	<u>Exceeds</u>	<u>N/A</u>
Employee displays a professional attitude and appearance And demonstrates a willingness to learn and adapt to new work assignments.				

<u>TEAMWORK</u>	<u>Below</u>	<u>Meets</u>	<u>Exceeds</u>	<u>N/A</u>
Employee works effectively with others and will give assistance as needed. Employee looks for solutions in conflict situations to balance personal and team goals.				

<u>ORGANIZATIONAL SKILLS</u>	<u>Below</u>	<u>Meets</u>	<u>Exceeds</u>	<u>N/A</u>
Employee can plan, organize & prioritize work and uses time and resources effectively to meet deadlines				

<u>COMMUNICATION</u>	<u>Below</u>	<u>Meets</u>	<u>Exceeds</u>	<u>N/A</u>
Employee listens effectively, understands and responds appropriately to supervisor, co-workers, and parents.				

<u>GENERAL RESPONSIBILITIES</u>	<u>Below</u>	<u>Meets</u>	<u>Exceeds</u>	<u>N/A</u>
(1) Employee is actively involved in recruiting and promoting Head Start and understands importance of generating and (if applicable) actively seeks in-kind, donations, etc.				
(2) Computer Proficiency as related to job specific duties				

GENERAL RESPONSIBILITIES – (cont'd)	<u>Below</u>	<u>Meets</u>	<u>Exceeds</u>	<u>N/A</u>
(3) Appropriate use of resources (conservation and economization of expendable resources, care of equipment and supplies)				
(4) Judgment/ Decision Making (ability to reason through problems, review alternate solutions, reach sound conclusions, & modify decisions when necessary)				
(5) Learns and follows all program policies and procedures				

Section II: Job Specific Performance

QUALITY OF WORK

Work is performed accurately and neatly. Work is consistent, thorough and complete.	Comments
<input type="radio"/> Outstanding <input type="radio"/> Exceeds Expectations <input type="radio"/> Meets Expectations <input type="radio"/> Improvement Needed <input type="radio"/> Unacceptable <input type="radio"/> Not Applicable	

QUANTITY OF WORK

Amount of work performed on a daily basis is appropriate for job function.	Comments
<input type="radio"/> Outstanding <input type="radio"/> Exceeds Expectations <input type="radio"/> Meets Expectations <input type="radio"/> Improvement Needed <input type="radio"/> Unacceptable <input type="radio"/> Not Applicable	

JOB KNOWLEDGE

Understands the job requirements and has specific content knowledge where appropriate	Comments
<input type="radio"/> Outstanding <input type="radio"/> Exceeds Expectations <input type="radio"/> Meets Expectations <input type="radio"/> Improvement Needed <input type="radio"/> Unacceptable <input type="radio"/> Not Applicable	

1. Number of counseling/reprimands issued during trial period: _____
2. Number of days the employee was absent (non-FMLA) during trial period: _____

Section III: Evaluator's Comments

Describe employee strengths:
Describe areas in need of improvement (<i>Be specific</i>)
Describe goals for next performance review and means by which goals will be achieved: (<i>To be completed by supervisor and employee at time of review</i>)

Employee's Comments (optional at discretion of employee):

Section IV: Trial Period Results and Signatures

] The employee has successfully completed the trial period.

] Additional time is needed to evaluate the employee's performance. I am extending the length of the trial period for _____ additional days. The employee's performance will be evaluated again at the end of this period.

] The employee has not successfully completed the trial period. I recommend termination of the employment relationship with Regina Coeli Child Development Center.

Supervisor's Signature

Date

Employee's Signature*

Date

*Signing of this form does not necessarily indicate that the employee agrees with the evaluation, but merely that the results and recommendation have been reviewed and discussed with the employee.