

**Sheridan School District 48J**  
**Classified Probationary Performance Review**

Employee: \_\_\_\_\_ Job Title: \_\_\_\_\_

School: \_\_\_\_\_

First Month Review Date: \_\_\_\_\_  Second Month Review Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

**Instructions:**

1. Each year supervisors review the job performance of Probationary Classified employees a minimum of two times before the probationary period ends.
2. Use the employee's most current job description, critical incident file, and observations as a basis for this review.
3. Ratings should be based on the following scale and definitions. Ratings can be used to help you comparatively rank your employees.
  - a. Outstanding [4 points] – Performance is consistently exemplary, above and beyond the call of duty;
  - b. Exceeds Expectations [3] – Performance exceeds the supervisor's expectations or goals;
  - c. Meets Expectations [2] – Performance meets supervisor's expectations and assignment requirements;
  - d. Needs Improvement [1] – Performance is below expectations, but improvement can be made on performance weaknesses;
  - e. Does Not Meet Expectations [0] – Performance is not acceptable and significant corrective action is necessary.
4. The original of this completed Performance Review should be filed in the employee's personnel file; a copy should be given to the employee by the supervisor after all parties have signed.

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**Quality of Work:** How well does the employee perform assigned duties and responsibilities? Is the work done with a minimum of errors? Is it done accurately?

- Outstanding (4)    Exceeds Expectations (3)    Meets Expectations (2)    Needs Improvement (1)    Does Not Meet Expectations (0)

Comments:

**Job Knowledge:** Does employee understand the job and possess the knowledge and skills to perform the duties?

- Outstanding (4)    Exceeds Expectations (3)    Meets Expectations (2)    Needs Improvement (1)    Does Not Meet Expectations (0)

Comments:

**Quantity of Work:** Does the employee produce what is expected? Did the employee complete the assigned tasks within the time required?

- Outstanding (4)    Exceeds Expectations (3)    Meets Expectations (2)    Needs Improvement (1)    Does Not Meet Expectations (0)

Comments:

**Interpersonal Skills and Customer Service:** Does the employee demonstrate the ability to get along with the supervisor, co-workers and customers?

- Outstanding (4)    Exceeds Expectations (3)    Meets Expectations (2)    Needs Improvement (1)    Does Not Meet Expectations (0)

Comments:

**Dependability and Accountability:** Is the employee dependable and considered to be reliable to complete assigned duties and perform in the way required or expected? Does the employee follow policies and procedures?

- Outstanding (4)    Exceeds Expectations (3)    Meets Expectations (2)    Needs Improvement (1)    Does Not Meet Expectations (0)

Comments:

**Attendance and Punctuality:** Does the employee's attendance record show consistent attendance and punctuality with minimal unscheduled absences? Does the employee's attendance record show excessive unscheduled absences that create an undue hardship on the department or office?

- Outstanding (4)    Exceeds Expectations (3)    Meets Expectations (2)    Needs Improvement (1)    Does Not Meet Expectations (0)

Comments:

**Resourcefulness:** Does the employee use resources (equipment, materials, and time) wisely and effectively to accomplish tasks?

Outstanding (4)    Exceeds Expectations (3)    Meets Expectations (2)    Needs Improvement (1)    Does Not Meet Expectations (0)

Comments:

**Overall Rating of Employee:**

Total all of the individual scores and write that number here: \_\_\_\_\_

[Raw score will range from 0 to 24]

Divide this Raw Score by 6 to obtain the average score. Write that number here: \_\_\_\_\_

[Average will range from 0 to 4]

Note: Numerical ratings represent a quantitative measure of an employee's performance and can be used to track performance over time and can also be used to comparatively rank your employees within your scope of supervisory responsibilities.

**Future Goals or Action Plan:**

**Employee's Comments:** (Optional. Attach additional sheet, if necessary)

**Signatures:**

**1. Supervisor**

I have met with this employee and discussed his or her Performance Review. I have advised the employee that I will provide him or her with a copy of this signed Review. I have also advised the employee that he or she may prepare a written statement, if so desired, regarding this performance review for his/her personnel file.

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**2. Employee**

I understand that my signature indicates only that I have read and discussed this Performance Review with my supervisor. It does not necessarily mean that I agree with my supervisor's ratings or comments. I may attach written comments, if desired. Check Yes ( ) if comments are attached, or check No ( ) if comments are not attached.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_