

## PT EDUCATION SUPPORT PROFESSIONAL ASSISTANT – EMPLOYMENT EVALUATION FORM

Please Note: Part-time employees with Jordan School District are considered "at will". That is, either the employee or Jordan School District may end the employment relationship at any time, for any reason, or for no reason. There is no expectation of continued or guaranteed employment.

Name: \_\_\_\_\_ Location: \_\_\_\_\_ Job Assignment: \_\_\_\_\_

This form may be completed at the end of the school year at the request of an administrator, or as otherwise deemed necessary.

NOTE: Send a copy to Human Resources ONLY if the employee will not be returning next school year.

### 1. Job Performance Evaluation:

Criteria	Strong	Satisfactory	Improvement Needed	Comments
<b>Communication Skills-</b> Communicates clearly and effectively in oral and written forms.				
<b>Human Relations-</b> Works effectively with a variety of people.				
<b>Judgment-</b> Shows good judgment and makes responsible decisions.				
<b>Planning &amp; Organization-</b> Organizes work effectively and completes work on schedule.				
<b>Quality of Work-</b> Completes work in a useful, accurate and precise manner.				
<b>Attendance &amp; Punctuality-</b> Reports to work and meetings regularly and punctually.				
<b>Professionalism-</b> Responds to work situations in a positive and productive manner.				

### 2. Employment status for the coming year:

**(Work is satisfactory. The employee will remain at this location for the coming year)**

Submit a change form if the employee's position, FTE or budget is changing.

**(Work is satisfactory but a position will not be available at this location for the coming year)**

Send a copy of the form to HR to inactivate the employee's assignment at your location.

**(Work is satisfactory but the employee has or will be resigning his/her position)**

The employee must complete an online resignation through Employee Access. Send a copy of this form to HR.

**(Work is unsatisfactory and employment will not be continued)**

Send a copy of the form to HR to inactivate the employee's assignment at your location.

Comments:

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

Principal's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee's signature: \_\_\_\_\_ Date: \_\_\_\_\_