



30 Day Probationary Evaluation

Employee Name:

Hire Date:

Position:

Location:

Please check applicable key performance indicators.

	Satisfactory Performance	Continue Progress	Needs Improvement
Demonstrates general understanding of key responsibilities			
Performs assigned tasks without prompting			
Plans, organizes and completes tasks in acceptable timeframe			
Allocates time and resources to meet deadlines			
Positively responds to instructions			
Asks questions when appropriate			
Takes pride in work performed			
Demonstrates progress in developing skills			
Allocates resources wisely			
Shows teamwork and cooperation			
Demonstrates warm rapport with children, families, and co-workers			
Demonstrates reliability in attendance and punctuality			
Encourages open communication and sharing of knowledge			
Adheres to safety and security policies and procedures			
Represents company well in speech and attire			

Give specific instance(s) where a key performance indicator above needed improvement:

Please note action(s) employee took in this evaluation period to meet professional development plan.

Supervisors are responsible for recommending either continued employment, to extend the probationary period, or to terminate employment. Please indicate your recommendation below.

- Continue Employment
- Extend Probationary Period until: _____
- Terminate Employment

Employee's Signature

Supervisor's Signature

Date Evaluation Discussed with Employee