



90 Day Probationary Evaluation

Employee Name:

Hire Date:

Position:

Location:

Please check applicable key performance indicators.

	Satisfactory Performance	Continue Progress	Needs Improvement
Demonstrates knowledge of Head Start			
Knowledge of company goes beyond area of responsibility			
Regularly takes on responsibility for areas beyond basic duties			
Has maintained pursuit of own professional development			
Thinks of alternatives when confronted with obstacles			
Remained calm during times of crisis			
Readily assumes responsibility for own actions			
Encourages a child's individual expression			
Maintains confidentiality of protected information			
Provides an appropriate climate for child's development			
Able to recognize and collect pertinent data			
Fully reliable in terms of attendance and punctuality			
Openly communicates and shares knowledge with co-workers			
Is a safety and security advocate for workplace			
Understands the social and economic backgrounds of children			

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