



# 180 Day Probationary Evaluation

Employee Name:

Hire Date:

Position:

Location:

**Please check applicable key performance indicators.**

	Satisfactory Performance	Continue Progress	Needs Improvement
Remains committed to continuous process improvement			
Maintains data collection and reports without supervision			
Knows whom to contact within the company for various needs			
Shares resources with families to encourage involvement			
Is a safety and security advocate at workplace			
Ensures mistakes become learning opportunities			
Is an individual contributor to KCI's and center's initiatives			
Manages resources within budget constraints			
Assists with planning and program implementation			
Demonstrates mastery of Head Start methodology			
Maintains collaborative partnership with families			
Maintains responsibility for continuing education/training			
Welcomes new job assignments			
Begins each day eager to face the challenges of the position			
Respects the individuality of each child and family			

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