

ASHLAND SCHOOL DISTRICT
Classified Probationary Mid-point Checklist

PERFORMANCE FACTORS	Requires Improvement	Meets Standards	COMMENTS
Attendance & Punctuality			
Develops & maintains positive relationships with staff			
Maintains positive & appropriate relationships with students			
Knowledge of work & job skill level			
Performs job functions in professional manner			
Manages work time effectively			
Contributes to & maintains a safe work environment			
Respectfully maintains District equipment & other resources			
Accepts responsibility			
Accepts direction			
Accepts change			

Administrator/Supervisor Signature:

Date:

This document is to be completed and discussed with employee at the mid-point of the 6-month probationary period.
A "Meets Standards" rating on this document does not indicate successful completion of probation.
The final probationary evaluation will be given near the culmination of the 6-month probationary period.

The 6 month probation date is: _____

Employee Signature:

Date:

This evaluation checklist has been discussed with me. I understand my signature does not necessarily indicate agreement.