

APPENDIX A: Centennial School District – OSEA New Employee Probationary Employee Report

Newly hired employees shall be placed on a ninety (90) working day probationary period in their new position. If, at the conclusion of the ninety (90) working days, the employee's performance is satisfactory, the employee will automatically move off of the probationary level. No action is required by the District for this to occur. If, during the ninety (90) working day probationary period, the supervisor has concerns with the employee's performance, the supervisor will notify the employee of such concerns and, should the employee not improve upon his/her performance during the remainder of the ninety (90) working day probationary period, the supervisor may recommend termination of the employee at the end of the ninety (90) working day probationary period. If the supervisor has concern with the performance of the employee during the ninety (90) working day probationary period, the supervisor may recommend extension of the probationary period and develop a plan of assistance for the employee that indicates the job deficiencies and the action that the employee need to take to improve performance to a satisfactory level. The plan of assistance will be in effect for a reasonable length of time in order for performance improvement to occur, but shall not be longer than thirty (30) working days. At the end of the time during which the plan of assistance is in force, the supervisor shall recommend to the Director of Human Resources if the employee's performance is satisfactory and the employee should continue in the position or if the employee should be terminated from employment (OSEA Contract Art 23.2).

Employee: _____ **Hire Date:** _____ **Today's Date:** _____

Building: _____ **Assignment:** _____ **Evaluator:** _____

Mid-point: _____ **Summative:** _____

Note to Employee: There will be a mid-point check in and a summative evaluation using this tool. As mentioned above, and in accordance with the negotiated agreement between the OSEA and the Centennial School District, if concerns are noted, performance improvement is expected at the conclusion of your ninety (90) working day probationary period in order for your employment to be continued with the District.

| Meets | Needs Improvement | Performance Criteria | Criteria Definition |
|-------|-------------------|-----------------------------|--|
| | | 1. Quality of Work | This employee produces the quality of work necessary to meet the job requirement. |
| | | 2. Efficiency | This employee effectively meets job requirements by performing them in a timely manner. |
| | | 3. Job Knowledge | This employee has the knowledge and skill to perform the duties of this job. |
| | | 4. Attendance | This employee's attendance, punctuality and break utilization are acceptable. |
| | | 5. School District Policy | This employee understands and follows applicable <i>Board Policies and Practices</i> , building/program rules |
| | | 6. Safety Procedures | This employee knows and follows applicable safety rules and guidelines. |
| | | 7. Equipment & Supplies | This employee uses and maintains equipment and supplies in a safe, proper and efficient manner. |
| | | 8. Judgment | This employee makes logical and perceptive decisions in performing job responsibilities. |
| | | 9. Initiative | This employee works effectively and independently of supervision to perform tasks as needed. |
| | | 10. Interpersonal Relations | This employee maintains cooperative, tactful, courteous relationships with co-workers, supervisor, and the |
| | | 11. Dependability | This employee is prompt, trustworthy, and conscientious in following and implementing procedures and directives. |
| | | 12. Staff Development | This employee participates in staff development or gets involved in other activities to enhance job |
| | | 13. Flexibility | This employee adjusts well to new or different job situations, suggestions for improvement and job adjustments. |
| | | 14. Attitude | This employee shows interest and enthusiasm toward work. |
| | | 15. Support to District | This employee supports job-related decisions made by the district, school or department and utilizes established procedures in the event of concern. |
| | | 16. Student Relations | This employee relates to students in a professional manner, respecting individual and cultural |
| | | 17. Communication | This employee practices appropriate speaking, listening and writing skills. |
| | | 18. Follows Directions | This employee accepts and follows directions in a positive and effective manner. |
| | | 19. Confidentiality | This employee uses discretion with confidential information. |
| | | 20. Appearance | This employee's personal appearance and attire are appropriate for the position and safety on the job. |

Recommendations for Employee Improvement from Designated "Needs Improvement" are as above (May use back side as well):

Employee Signature, Receipt of Copy: _____ **Date:** _____

Evaluator Signature: _____ **Date:** _____

NOTE: Copy to Employee and Copy to Human Resources (Share\EvalTemplate\SuppStaffProbEval)