



Demonstrates good judgment/makes reasonable decisions 1 2 3

**PROFESSIONAL RESPONSIBILITIES**

Keeps informed and adheres to policies and regulations applicable to the position 1 2 3

Willingly shares ideas and expertise with colleagues 1 2 3

Handles confidential/sensitive information appropriately 1 2 3

Performs other job related duties as assigned by the Supervisor of Transportation 1 2 3

Promptly and effectively responds to concerns and complaints 1 2 3

Supports school and district goals and policies 1 2 3

**OVERALL ANNUAL RATING (Summative) 1 2 3**

(While the summative rating is based on an overall summary of all standards, a rating of 1 in any standard could result in an employee being placed on probation for improvement. If satisfactory improvement is not made within the specified time period, non-renewal or termination could result)

Self Improvement Goal for Next Year \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\*Evaluator Comments: (Required for #1 ratings)

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This evaluation represents my best judgment of the employee's performance. I hereby recommend:

- \_\_\_ Employee be retained as a Provisional Employee (Policy GDA)
- \_\_\_ Employee be retained as a Career Employee (Policy GDA)
- \_\_\_ Employee be retained as an At-Will or Temporary Employee (Policy GDA)
- \_\_\_ Employee be put on probation
- \_\_\_ Employee be terminated or non-renewed

Signature of Principal/Supervisor/Designee \_\_\_\_\_ Date \_\_\_\_\_

This evaluation has been discussed with me and I have received a copy.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

(Employee's signature does not necessarily imply agreement or approval of the evaluation results)

**Employee Comment:** (Please indicate what you feel your supervisor can do to help you improve in your job performance – use another sheet if necessary)