

ASSISTANTS – EMPLOYMENT REVIEW/STATUS

Please Note: Part-time employees with Jordan School District are considered "at will". That is, either the employee or Jordan School District may end the employment relationship at any time, for any reason, or for no reason. There is no expectation of continued or guaranteed employment.

Name: _____ Location: _____

Job Assignment: _____ Years of Experience in JSD: _____

This form is to be completed yearly, or as otherwise deemed necessary.

NOTE: Send a copy to Human Resources ONLY if the employee: (1) is not returning; or (2) if it is unclear whether there is a position for the following school year at your SCHOOL/DEPT.

1. Employment status for the coming year:

- Work is satisfactory. The employee will remain in his/her current assignment.
- Work is satisfactory. The employee will be reassigned to another assistant position within the building.
 New Assignment _____ (You must complete an online change form)
- Work is satisfactory but availability of a position cannot be determined until the beginning of the next school year.
- Work is satisfactory but a position will not be available for the coming year.
- Work is satisfactory, but the employee has or will be resigning his/her position.
 (The employee must submit a resignation online through Employee Access)
- Work is unsatisfactory and employment will not be continued.

2. Job Performance Review:

Criteria	Satisfactory	Improvement Needed	Comments
Communication Skills- communicates clearly and effectively in oral and written forms.			
Human Relations- works effectively with a variety of people.			
Judgment- shows good judgment and makes responsible decisions.			
Planning & Organization- organizes work effectively and completes work on schedule.			
Quality of Work- completes work in a useful, accurate and precise manner.			
Attendance & Punctuality- reports to work and meetings regularly and punctually.			
Professionalism- responds to work situations in a positive and productive manner.			

Comments:

Principal's signature: _____ Date: _____

Employee's signature: _____ Date: _____