



Part-Time ESP – Employment Status Review

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

Name: _____ Location: _____

Position: _____ Years of Experience in CSD: _____

Send a copy to Human Resources if the employee: (1) is not returning; (2) if it is unclear whether there is a position for the following school year at your SCHOOL/DEPT; or (3) if the employee is being reassigned to another position. **(If the employee will be reassigned, please attach this form with a Hire/Change form).**

1. Employment status for the coming year:

- ☐ Work is satisfactory and employee will remain in current assignment.
- ☐ Work is satisfactory and employee will be reassigned to another assistant position within the building.
Assignment _____ **Complete a ESP Hire/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 position.
Attach a resignation form signed by the employee and principal/director
- ☐ Work is unsatisfactory and employment will not be continued.

2. Job Performance Review:

| Criteria | Satisfactory | Unsatisfactory | Comments |
|-----------------------------------|--------------|----------------|----------|
| Work Skills | | | |
| Organization and Management | | | |
| Relationship with Others | | | |
| Professional Growth and Attitudes | | | |
| Personal Characteristics | | | |

Comments:

Employee's signature: _____

Date: _____

Principal's signature: _____

Date: _____