



New York City Board of Education  
 Division of Human Resource  
 Office of Appeals and Reviews  
 65 Court Street, Brooklyn, New York 11201  
 BE/DOP 9955C (5/87) pers d1 (Replaces OP15B)

**ANNUAL PROFESSIONAL PERFORMANCE  
 REVIEW AND REPORT ON PROBATIONARY  
 SERVICE OF GUIDANCE COUNSELOR**

Employee's Name		License		File Number								
Employee's Complete Home Address (Number and Street)			Apt. No.	Social Security Number								
City		State		Zip Code	TENURED   PROBATIONER   SUBSTITUTE							
Current Salary Rate		For Probationers: Date of Appointment		Date of Completion of Probation								
\$		(Jarema Credit does not apply)										
School			Borough		District							
Late ness	First Year			Second Year			Third Year			Days in CAR	Or Bor- Rowed Days	Sub stitute Service No. of Days
	Times No.	Time Lost		Times No.	Time Lost		Times No.	Time Lost				
		Days	Hrs.	Min		Days	Hrs	Min		Days	Hrs	Min
Absence (Exclude Non- Attend ance)												

NOTE: For reports on probationers, complete 1 to 3 years as applicable. For all other personnel use First Year to denote current year.

**Section I – REPORT BY PRINCIPAL OR OTHER APPROPRIATE SUPERVISOR:**

Comments (as checked. N/A indicates "Not Applicable.")	Satis factory	Unsatis factory	Additional Comments
A. Personal and Professional Qualities 1. Attendance and Punctuality 2. Personal Appearance 3. Voice, speech and use of English 4. Professional attitude and professional growth 5. Sympathetic understanding of children 6. Resourcefulness and initiative			
B. Guidance Activities 1. Individual counseling with pupils 2. Group counseling with pupils 3. Individual staff development with teachers 4. Group staff development with teachers 5. Individual consultation with parents 6. Group consultation with parents 7. Preparation, maintenance and use of guidance materials 8. Participation in school activities 9. Participation in community activities 10. Agency referrals			
C. Guidance Office Management 1. Appearance and organization of office 2. Records and reports 3. Effective scheduling of time			
D. Interpersonal Relationship 1. Rapport with pupils 2. Maintenance of good relations with teachers and with supervisors 3. Effort to establish and maintain good relationships with parents 4. Relationships with other pupil personnel workers			
E. Additional Remarks (additional sheets, signed and acknowledged may be attached):			

**Section 2 – PERFORMANCE EVALUATION**

OVERALL EVALUATION S,U,D (D for first year probation only)	<input type="checkbox"/>	SIGNATURE OF PRINCIPAL (If other, give title)	ACKNOWLEDGEMENT OF EMPLOYEE I have received this report on:
For the period:		_____ Date	_____ Date
From	to		Signature of Employee

