



International Community School- Baghdad

Probation Period Evaluation

The probation period evaluation is completed over a period of six months. There are two checkpoints within this duration. The first cycle is completed by the end of January, and the first checkpoint takes place in late January or early February. Formal lesson observations, work scrutiny evaluations, professional responsibilities evaluations, and feedback from middle management team members, senior leadership team members, and school principal are taken into account in completion of the first cycle and one of the following decisions will be made accordingly.

- Confirmation of Employment
- Continuation of the Probation Period with PIP
- Continuation of the Probation Period to complete the formalities

The second checkpoint takes place 15 days prior to the end of the probation period. The aforementioned criteria are taken into consideration in this cycle as well, and one of the following decisions will be made accordingly.

- Confirmation of Employment
- Extension of the Probation Period Based on Mutual Agreement and PIP
- Ending the Contract

To Be Filled by HR	
Employee Name	
Employee ID Number	
Job Title	
Department	
Date of Joining	
Probation Period Expiry Date	
Date of Review	
Name of Appraiser / Evaluator	

AREAS FOR CONSIDERATION

This section should be filled by the employee's direct line manager. The evaluations are based on standards and indicators that are stipulated in the multi-foci lesson observation rubric, student work scrutiny rubric, and professional responsibilities rubric. The indicators are rated on a scale of 1-6 that can be interpreted according to the chart below.

Outstanding	Very Good	Good	Acceptable	Weak	Very Weak
≥5.7	≥4.7	≥3.7	≥2.7	≥1.7	<1.7

Part 1 - Formal Lesson Observations

Formal Lesson Observation Cycle	
Date of the Observation	
Evaluator's Name	
Focus Area A: Teaching for Effective Learning	
Focus Area B: Effective Use of Assessment Data & Students' Work Scrutiny	
Focus Area C: Learning Skills	
Focus Area D: Learning Environment	
Overall Evaluation	
Link to the Observation Report	

Formal Lesson Observation Cycle	
Date of the Observation	
Evaluator's Name	
Focus Area A: Teaching for Effective Learning	
Focus Area B: Effective Use of Assessment Data & Students' Work Scrutiny	
Focus Area C: Learning Skills	
Focus Area D: Learning Environment	
Overall Evaluation	
Link to the Observation Report	

Formal Lesson Observation Cycle	
Date of the Observation	
Evaluator's Name	

Focus Area A: Teaching for Effective Learning	
Focus Area B: Effective Use of Assessment Data & Students' Work Scrutiny	
Focus Area C: Learning Skills	
Focus Area D: Learning Environment	
Overall Evaluation	
Link to the Observation Report	

Formal Lesson Observation Cycle	
Date of the Observation	
Evaluator's Name	
Focus Area A: Teaching for Effective Learning	
Focus Area B: Effective Use of Assessment Data & Students' Work Scrutiny	
Focus Area C: Learning Skills	
Focus Area D: Learning Environment	
Overall Evaluation	
Link to the Observation Report	

Part 2 - Formal Student Work Scrutiny Evaluations

Formal Student Work Scrutiny Evaluation Cycle	
Date of the Evaluation	
Evaluator's Name	
Student Work Scrutiny Overall Evaluation	
Link to the Work Scrutiny Evaluation Report	

Formal Student Work Scrutiny Evaluation Cycle	
Date of the Evaluation	
Evaluator's Name	
Student Work Scrutiny Overall Evaluation	
Link to the Work Scrutiny Evaluation Report	

Part 3 - Formal Professional Responsibilities Evaluations

Formal Professional Responsibilities Evaluation Cycle	
Date of the Evaluation	
Evaluator's Name	
Focus Area A: Commitment to the School Community	
Focus Area B: Reflection on Professional Growth and Practice	
Focus Area C: Professional Obligations	
Focus Area D: Family Engagement	
Focus Area E: Student Perception	
Focus Area F: Other Important Expectations and Responsibilities	
Overall Evaluation	
Link to the Professional Responsibilities Evaluation Report	

Formal Professional Responsibilities Evaluation Cycle	
Date of the Evaluation	
Evaluator's Name	
Focus Area A: Commitment to the School Community	
Focus Area B: Reflection on Professional Growth and Practice	
Focus Area C: Professional Obligations	
Focus Area D: Family Engagement	
Focus Area E: Student Perception	
Focus Area F: Other Important Expectations and Responsibilities	
Overall Evaluation	
Link to the Professional Responsibilities Evaluation Report	

RECOMMENDED ACTIONS ON PROBATION STATUS

To Be Filled by the HOD

HOD Name	
HOD Comments	
Recommendation	
Date	
Signature	

To Be Filled by the SLT	
SLT Name	
SLT Comments	
Recommendation	
Date	
Signature	

STATUS OF THE CONTRACT AT THE END OF THE CONTRACT

To Be Filled by the Principal
Continuation Decision

Contract Discontinuation Date (if applicable)	
Principal's Name	
Date	
Signature	

EMPLOYEE CONFIRMATION

To Be Filled by the Employee	
Confirmation Statement	
Employee's Name	
Date	
Signature	