



Please refer to Circular 0139/2006 for further information

## Appendix 2 - SNA Assessment Form (Sample)

Form SNA ASS  
Page 1 of 2

This form is to be retained by the School Authority

### PART 1

Name: \_\_\_\_\_

PPS No.: \_\_\_\_\_

School Name:

\_\_\_\_\_

School Address:

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

School Roll No. \_\_\_\_\_

Period Covered by this Assessment: \_\_\_\_\_

Date of Assessment Meeting: \_\_\_\_\_

### PART 2

	Satisfactory	Unsatisfactory
1. Attendance: (if unsatisfactory give details)		
	Satisfactory	Unsatisfactory
2. Conduct: (If unsatisfactory give details)		
	Satisfactory	Unsatisfactory
3. Level to which duties have been performed (if unsatisfactory give details)		

4. Overall Rating of Performance

Satisfactory	Unsatisfactory

### PART 3

**The content of this form has been discussed with the Special Needs Assistant.**

Signed by: \_\_\_\_\_(SNA)

Date: \_\_\_\_\_

Signed by: \_\_\_\_\_(Principal)

Date: \_\_\_\_\_

### Note

An overall rating of unsatisfactory will result in the deferral of the award of an increment.

**In the case of an unsatisfactory rating [Form DEF-INC](#) should be completed and returned to the Payroll Service of the Department of Education and Science/VEC**

Completed forms should be returned as follows:

In the case of a SNA employed in a Primary, Secondary, Community or Comprehensive School: SNA Payroll Division, Dept. of Education & Science, Cornamaddy, Athlone, Co. Westmeath.

In the case of a SNA employed in a Vocational School or Community College to The CEO of the Vocational Educational Committee by which the SNA is employed.