

# ***PROBATIONARY EMPLOYEE PERFORMANCE EVALUATION***

**COMPLETE FORM IN INTERVALS LISTED BELOW AND IN CONJUNCTION WITH THE EMPLOYEE'S CURRENT JOB DESCRIPTION.**

**Supervisors:** The probationary period is part of the examination process and is used by the university for close observation and evaluation of an employee's work to determine whether an employee demonstrates the ability and qualifications necessary to display satisfactory service. Supervisors should give every effort to develop the employee during the probationary period. The supervisor is required to document the reason and notify Human Resources immediately prior to taking any action should the supervisor desire to terminate the employee. According to the State University Civil Service System Statute and Rules, the reason for dismissal is not reviewable. Human Resources will notify the employee.

**Supervisors must meet with employees periodically to discuss the role, scope, and expectations for the position. For 6-month probationary positions: Meet with the employee at the 3-month and 5-month interval. For 12-month probationary positions: Meet at the 5-month, 9-month, and 11-month interval.**

Employee's Name _____	Social Security Number _____
Classification _____	Location _____
Supervisor's Name _____	Title _____
Date Probationary Period Started _____	Date Probationary Period Ends _____

**Certification:** If the employee is concluding his/her probationary period, do you recommend that the employee be allowed to become a status employee?    Yes \_\_\_\_\_    No \_\_\_\_\_  
 If "no," contact Human Resources immediately for procedures for dismissing the employee.

Signature of Supervisor Needed for Certification \_\_\_\_\_

Major Duties Assigned: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**CIRCLE BELOW WHAT BEST DESCRIBES THE EMPLOYEE'S PERFORMANCE.**

**1. Job Knowledge:**

- a. Understands and knows the various facets of the job assignment.

Superior    Generally Exceeds Expectations    Meets Expectations    Needs improvement    Unsatisfactory

- b. Understands operations and objectives of department.

Superior    Generally Exceeds Expectations    Meets Expectations    Needs improvement    Unsatisfactory

- c. Properly uses tools, equipment, and university property essential to the performance of assigned duties.

Superior    Generally Exceeds Expectations    Meets Expectations    Needs improvement    Unsatisfactory

**2. Quality/Quantity/Productivity/Dependability:**

- a. Meets work quality requirements, completes appropriate amount of work, works effectively under pressure.

Superior    Generally Exceeds Expectations    Meets Expectations    Needs improvement    Unsatisfactory

- b. Level of supervision needed to complete assignments. (All extra help employees must work under some supervision.)

Generally Independent    Somewhat Independent    Somewhat Dependent    Dependent

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**3. Communication and Teamwork:**

a. Keeps appropriate people informed in a timely manner.

Superior    Generally Exceeds Expectations    Meets Expectations    Needs improvement    Unsatisfactory

b. Expresses ideas in writing or orally in a clear and persuasive manner.

Superior    Generally Exceeds Expectations    Meets Expectations    Needs improvement    Unsatisfactory

c. Shows tact and diplomacy in dealing with others.

Superior    Generally Exceeds Expectations    Meets Expectations    Needs improvement    Unsatisfactory

**4. Adaptability:** adapts well to change in priorities, methods, and environment; makes consistent effort to listen to, understand, and satisfy client/user needs.

Superior    Generally Exceeds Expectations    Meets Expectations    Needs improvement    Unsatisfactory

**5. Professionalism:** Exhibits appropriate conduct, operates within an applicable code of ethics governing work-related conduct.

Superior    Generally Exceeds Expectations    Meets Expectations    Needs improvement    Unsatisfactory

**Overall Rating:**

Superior    Generally Exceeds Expectations    Meets Expectations    Needs improvement    Unsatisfactory

**Supervisor's Comments** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Supervisor's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Employee's Comments** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Employee's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

(Signature is required but the employee acknowledges receipt of this form only; it does not mean agreement with its content.)

Please check one: \_\_\_\_\_ The employee and supervisor are in agreement with this evaluation.

\_\_\_\_\_ The employee and supervisor are not in agreement with the evaluation.

The differences are \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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