



Probationary Evaluation

Submit to Human Resources when complete.

Employee Information

| | | | |
|-------------------|--|---------------------------|--|
| Name | | Employee ID | |
| Job Title | | Date of Evaluation | |
| Department | | Supervisor | |

Evaluation

For each factor, rate the employee's performance by considering job requirements. Performance rating definitions are:

Unsatisfactory – Unacceptable performance; immediate improvement required.

Needs Improvement – Marginally acceptable; performance weaknesses need to be corrected. Below average.

Satisfactory – Meets the requirements/standards of the job.

Exceeds Standards – Performs at a level above and beyond the job requirement.

| | Not Applicable | Unsatisfactory | Needs Improvement | Satisfactory | Exceeds Standards |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Job Knowledge <i>Demonstrates understanding of duties, functions, policies, and procedures necessary for job performance.</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Quality of Work <i>Meets requirements for accuracy, effectiveness, and thoroughness.</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Judgment <i>Uses intelligence and common sense; can be relied upon to take appropriate action.</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Dependability & Reliability <i>Meets work schedules and deadlines. Meets attendance requirements.</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Cooperation <i>Works harmoniously and effectively with co-workers, supervisors, and others. Demonstrates enthusiasm and willingness to help others perform special and emergency work assignments.</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Initiative/Innovation <i>Introduces new ideas and methods to improve work processes.</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Communication <i>Demonstrates effective written and oral communication skills.</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Supervision/Leadership <i>Delegates and directs the work of others.</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Comments

Supervisor Comments – List specific actions to be taken to correct performance weaknesses. If none, state none.

Employee Comments

Acknowledgement of Review

| | | | |
|----------------------|--|------|--|
| Supervisor Signature | | Date | |
| Employee Signature | | Date | |