

**Probationary Period Work Performance Evaluation**

Date

|  |  |  |  |
| --- | --- | --- | --- |
| Name |       | Department |       |
| Job Title |       | Pay Grade |       | Pos # |       | Account# |       |
| Probationary Period Beginning |       | Probationary Period Ending |       |

[ ]  3-Months [ ]  6-Months

Is employee: Punctual [ ]  Yes [ ]  No Absent Excessively [ ]  Yes [ ]  No

Please check the block, which most appropriately describes the performance of the employee.

|  |  |
| --- | --- |
|  | PROGRESS FOR POSITIONS REQUIREMENTS |
| Falls Short of Progress\*\* | Making Progress | Outstanding Progress |
| KNOWLEDGE OF WORK |       |       |       |
| QUALITY OF WORK |       |       |       |
| JOB JUDGEMENT |       |       |       |
| WORK ORGANIZATION & PLANNING |       |       |       |
| INITITATIVE |       |       |       |
| RELATIONSHIP WITH OTHERS |       |       |       |
| DEPENDABILITY |       |       |       |
| SUPERVISION, if applicable |       |       |       |

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| \*\*Provide narrative and *Plans of Action* for areas falling short. |
|       |

Do you wish to offer this employee continued employment at this time? [ ]  Yes [ ]  No

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| Supervisor’s Signature | Date |  | Employee’s Signature | Date |

**Probationary Period Work Performance Evaluation**

**Factors to Consider**

|  |  |
| --- | --- |
| 1. **KNOWLEDGE OF WORK :**
 | Does the employee demonstrate the knowledge and skills necessary to perform the work as required by the job? |
| 1. **QUALITY OF WORK:**
 | Is the employee careful in meeting standards? Is work accurately skillfully performed? |
| 1. **JOB JUDGEMENT:**
 | Does the employee’s recommendations and decisions demonstrate the ability to understand conditions affecting the job? |
| 1. **WORK ORGANIZATION AND PLANNING:**
 | Are the employee’s work habits orderly as systematic? Is the employee able to plan and execute tasks at a satisfactory performance level? |
| 1. **INITIATIVE:**
 | Is the employee able and willing to move toward fulfilling the requirements of the job on his/her own and with little guidance? |
| 1. **RELATIONSHIP WITH OTHERS:**
 | Does the employee show skill and tact in dealing with people within his/her own department, within the institution at large, and in job related contacts outside of the institution? |
| 1. **DEPENDABILITY:**
 | Can the employee be depended upon to come to work regularly, report on time, account for a full day’s work, and stay on task until end of the day? |
| 1. **SUPERVISION:**
 | How well does the employee carry out his/her supervisory responsibilities? |