

**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 |  |  |  |

|  |
| --- |
| \*\*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? |