



Support Staff Probation Period Evaluation
Strictly Confidential

Three Months Evaluation _____ Six Months Evaluation _____ Date of Evaluation: _____

Employee Name _____ Department: _____

Position Title: _____ Position Classification: _____

Report of Performance from: _____ to: _____ Date of Employment: _____

Rating Codes:	Instructions :
1. Improvement Needed 2. Meets minimum job requirements 3. Fully meets job requirements 4. Exceeds job requirements 5. Other (extension, termination, etc.)	1. Review employee's work performance for the entire period; refrain from basing judgement on recent events or isolated incidents. 2. Do not allow personal feelings to govern your rating. Disregard your general impression of the employee. 3. Consider the employee on the basis of the standards you expect to be met for the job. Indicate with the rating code the number you feel best describes the employee's performance.

Rating	Performance Factors	Comments
1.	Quality of Work - Consider standard of workmanship, accuracy, neatness, skill, thoroughness, economy of materials, organization of job.	
2.	Volume of work - Consider use of time, the volume of work accomplished and ability to meet schedules, under normal conditions.	
3.	Adaptability - Consider ability to meet changing conditions and situations, ease with which the employee learns new duties and assignments.	
4.	Judgement - Consider ability to evaluate relative merit of ideas or facts and arrive at sound conclusions, ability to decide correct course of action when some choice can be made.	
5.	Job knowledge and skill - Consider understanding of job procedures and methods, ability to acquire necessary skills, expertise in doing assigned tasks and utilization of background for job.	
6.	Attitude - Consider co-operation with supervisor and co-workers; receptiveness to suggestions and constructive criticisms; attitude toward University; enthusiasm in attempts to improve performance.	

7.	Punctuality and attendance - consider the employee's record in respect to lateness and absences. Provide details where frequency has been high.	
8.	Supervisory ability (if applicable) - Consider how well the employee organizes the activities of subordinates to obtain maximum efficiency and smooth relationships. Consider delegation of authority and responsibility, training, planning, follow-up, etc.	

Self Development Activities of this Employee (To be completed during interview):

Present Status, Needs and/or Plan of Action:

Overall effectiveness - Considering the amount of experience on present job, check the rating which most closely describes total overall current performance.

- Does not meet job requirements
- Meets Minimum job requirements
- Fully Meets job requirements
- Exceeds job requirements

Potential for promotion Yes No

Comments:

What aspects of performance, if not improved, might hinder future development or cause difficulty in present position?

What are the employee's greatest strengths?

State specific plans you and your employee have made to improve work performance.

Review contents of appraisal with the employee and complete section concerning specific plans to improve performance. Have employee sign the form. If applicable, forward to designated approval authority. After approval received give copy to employee and forward original evaluation to the Human Resources department. Retain one copy for your file. If approval authority not required, give employee signed copy and forward original to Human Resources and retain one copy for your file.

Evaluated by: _____ Title: _____ Date: _____

Approved by: _____ Title: _____ Date: _____

Employee Signature: _____ Title: _____ Date: _____

Employee's signature indicates the evaluation has been reviewed with him/her and may not necessarily indicate agreement.