

90-DAY PROBATIONARY EMPLOYEE EVALUATION

Human Resources Office

Employee Name Position Date Hired

Completion of 90-Day Probationary Period

The University's future success requires that only those employees with proven skills and good habits be granted regular employment status. Therefore, please give your professional judgement as to whether the above individual should be continued in the employ of the University by completing in detail the following review.

Please evaluate the employee on the following qualities. Be specific. When evaluating, or describing, the employee's qualities, the appropriate form of the answer might be, for example: PUNCTUALITY: "Unacceptable, because employee has been late two times in the last 30 days;" or, QUALITY OF WORK : "Too many errors in typing,;" or "Does a wonderful job of keeping floors clean."

ATTENDANCE	<input type="text"/>
PUNCTUALITY	<input type="text"/>
INITIATIVE/ SPEED OF LEARNING	<input type="text"/>
DEPENDABILITY/ WORK HABITS/ ORGANIZATION	<input type="text"/>
QUALITY OF WORK/ ACCURACY	<input type="text"/>
QUANTITY OF WORK	<input type="text"/>
RELATIONS WITH OTHERS (SUPERVISOR/ OTHER EMPLOYEES)	<input type="text"/>
SKILLS/ EXPERIENCE/ TRAINING ADEQUATE FOR POSITION	<input type="text"/>

PERFORMANCE

POTENTIAL

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During the initial probationary period, has the employee sufficiently proven that he/she is deserving of elevation to regular employment status?

If not, is it your judgement that the employee be terminated?

Or, is it your judgement that the probationary period be extended for an additional 90 days? If the probationary period is to be extended, the supervisor must communicate this to the employee in writing, including reasons for the decision.

If termination is appropriate, please summarize the specific reasons for that decision:

Other comments:

Signature of Immediate Supervisor

Date

Signature of Department Head, if necessary

Date

Signature of Director of Human Resources

Date

Distribution:
Original Human Resources- File
Copy Immediate Supervisor
Copy Department Head
Copy Employee