



END-OF-PROBATION PERFORMANCE APPRAISAL FORM

(STRICTLY CONFIDENTIAL)

Employee: _____ Appraiser: _____
Job Title _____ Job Title: _____
Department: _____ Appraisal Period from: _____ to: _____

Instructions: The purpose of this form is to evaluate an employee's job performance during his/her three month probation period. For each category, evaluate the performance of the employee based upon your observations and all pertinent information. No explanation is needed for satisfactory evaluations. If performance is not satisfactory, appraiser must explain why.

Important: If appraiser feels employee will not satisfactorily pass the three month probation period, appraiser must contact Human Resources.

JOB KNOWLEDGE AND SKILLS:

Does employee comprehend his/her responsibilities? Has employee demonstrated the skills required to fulfill these responsibilities? Does employee need additional training?

Satisfactory

Not Satisfactory

QUALITY AND PRODUCTIVITY OF WORK:

Does employee perform work duties thoroughly, accurately, and within established time frames? Does employee care about the quality of his/her work? Is employee motivated to get the job done?

Satisfactory

Not Satisfactory

ATTENDANCE/PUNCTUALITY:

Consider employee's adherence to, and concern for, the work schedule.

Satisfactory

Not Satisfactory

ACTION:

Employee has passed probation period and is being kept on as a regular employee.

Yes

No

Extend Probation

COMMENTS AND RECOMMENDATIONS

Appraiser's evaluation and recommendations for improvement:

Department Head/Chair's Comments (Additional comments and/or recommendations regarding the employee's performance.):

Employee's Response to Appraisal and Comments: Employee is encouraged but not required to respond. (Attach additional page(s) if needed):

SIGNATURES

Employee's Signature Date

Appraiser's Signature Date

Dep't Head/Chair's Signature Date

NOTE: Employee's signature does not necessarily indicate agreement with this appraisal, but confirms that the contents of it have been reviewed and discussed with the employee.