

PROBATIONARY PROGRESS EVALUATION

EMPLOYEE NAME: _____

EMPLOYEE ID: _____

DEPARTMENT/UNIT: _____

JOB TITLE: _____

SUPERVISOR NAME: _____

HIRE DATE / POSITION CHANGE DATE: _____

EVALUATION DATE: _____

LEGEND FOR STANDARDIZED PERFORMANCES:

E = PERFORMANCE EXCEEDS EXPECTATIONS

M= PERFORMANCE MEETS EXPECTATIONS

B = PERFORMANCE BELOW EXPECTATIONS

PERFORMANCE CATEGORY	E	M	B
QUANTITY OF WORK The extent to which the employee accomplishes assigned work of a specified quality within a specified time period	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
QUALITY OF WORK The extent to which the employee's work is well executed, thorough, effective, accurate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
KNOWLEDGE OF JOB The extent to which the employee knows and demonstrates how and why to do all phases of assigned work, given the employee's length of time in his/her current position	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RELATIONS WITH SUPERVISOR The manner in which the employee responds to supervisory directions and comments. The extent to which the employee seeks counsel from supervisor on ways to improve performance and follows same	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COOPERATION WITH OTHERS The extent to which the employee gets along with other individuals. Consider the employee's tact, courtesy, and effectiveness in dealing with co-workers, subordinates supervisors, and customers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ATTENDANCE AND RELIABILITY The extent to which employee arrives on time and demonstrates consistent attendance; the extent to which the employee contacts supervisor on a timely basis when employee will be late or absent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
INITIATIVE AND CREATIVITY The extent to which the employee is self- directed, resourceful and creative in meeting job objectives; consider how well the employee follows through on assignments and modifies or develops new ideas, methods, or procedures to effectively meet changing circumstances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CAPACITY TO DEVELOP The extent to which the employee demonstrates the ability and willingness to accept new/more complex duties/responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS SECTION

STRONG POINTS:
IMPROVEMENT POINTS :
EMPLOYEE COMMENTS:

EMPLOYEE SIGNATURE

SUPERVISOR SIGNATURE

DATE
