



## Probationary Employee Performance Review

Employee Name: \_\_\_\_\_ Department: \_\_\_\_\_

Employee Title: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

Employee Start Date: \_\_\_\_\_ Evaluation Date: \_\_\_\_\_

Rating	Description
5	Consistently exceeds the required standard of performance
4	Significantly higher than the required standard of performance
3	Fully meets the required standard of performance
2	Below the required standard of performance
1	Does not meet the required standard of performance

1. **Quality of Work** - The extent to which the employee accomplishes assigned work of a specified quality within a specified time period.

Rating: \_\_\_\_\_

Please explain a rating above or below a 3. .

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2. **Quality of Completed Staff Work** - The extent to which the employee's work is well executed, thorough, effective and accurate.

Rating: \_\_\_\_\_

Please explain a rating above or below a 3. .

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3. **Knowledge of Job** - The extent to which the employee knows and demonstrates why the work is done, given the employee's length of time in his/her current position.

Rating: \_\_\_\_\_

Please explain a rating above or below a 3. .

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**EXHIBIT 16**

- 4. Relations with Supervisor - The manner in which the employee responds to supervisory directions and comments.**

Rating: \_\_\_\_\_

Please explain a rating above or below a 3. .

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- 5. Cooperation with Co-Workers – Interpersonal Skills - The extent to which the employee gets along with other individuals. Consider the employee’s tact, courtesy and effectiveness in dealing with co-workers, supervisors and customers.**

Rating: \_\_\_\_\_

Please explain a rating above or below a 3. .

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- 6. Communications - The extent to which the employee understands verbal and written communication. Please also comment on listening skills, writing, verbal and presentation skills.**

Rating: \_\_\_\_\_

Please explain a rating above or below a 3. .

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- 7. Attendance and Punctuality - 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.**

Rating: \_\_\_\_\_

Please explain a rating above or below a 3. .

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- 8. 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.**

Rating: \_\_\_\_\_

Please explain a rating above or below a 3. .

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**EXHIBIT 16**

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**9. Capacity to Develop - The extent to which the employee demonstrated the ability and willingness to accept new/more complex duties/responsibilities.**

**Rating:** \_\_\_\_\_

**Please explain a rating above or below a 3.**

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**10. Overall Rating (total scores / 9 = overall rating):** \_\_\_\_\_

**Goals:**

**1.** \_\_\_\_\_

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**2.** \_\_\_\_\_

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**3.** \_\_\_\_\_

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**Supervisor Comments:** \_\_\_\_\_

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**Employee Comments:** \_\_\_\_\_

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**Signatures:**

**Employee:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Department Head:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Human Resources:** \_\_\_\_\_

**Date:** \_\_\_\_\_