30-DAY PROBATIONARY EMPLOYEE EVALUATION

Human Resources Office

Employee Name	Position	Date Hired
Completion of 30-Day Probationary Period		
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			
PUNCTUALITY			
INITIATIVE/ SPEED OF LEARNING			
DEPENDABILITY/ WORK HABITS/ ORGANIZATION			
QUALITY OF WORK/ ACCURACY			
QUANTITY OF WORK			
RELATIONS WITH OTHERS (SUPERVISOR/ OTHER EMPLOYEES)			
SKILLS/ EXPERIENCE/ TRAINING ADEQUATE FOR POSITION			
PERFC	RMANCE	POTENTIAL	

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During the initial 30-day probationary period, has the employee sufficiently proven that the probationary period should be continued for an additional 60 days?

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

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

Other comments:

Signature of Immediate Supervisor

Signature of Department Head, if necessary

Signature of Director of Human Resources

Date

Date

Date