



Report of Performance for Probationary Support Staff Confidential Employee

Return to Human Resources before

First Second Final Other From to

Table with 4 columns: Employee Full Name, Position, Division/Department, Date of Appointment

Main performance evaluation table with columns for Not Satisfactory, Satisfactory, Above Satisfactory, and Not Rated. Rows include 32 numbered criteria and a section for employees who supervise others.

SECTION B: Record Job STRENGTHS and superior performance incidents. Must be completed if rating is above satisfactory.

SECTION C: Record specific work performance DEFICIENCIES or job behavior requiring improvement or correction. Must be completed if rating is unsatisfactory.

SECTION D: Record specific GOALS or IMPROVEMENT PROGRAMS to be undertaken during the next evaluation period.

SECTION E: Do you recommend retention or termination at this time?

Retention Termination
If you recommend retention, do you have reservations? Yes No

SECTION F: The last position description on file in this office is dated:

Is this description still accurate? Yes No
We have no position description for this position

SECTION G: Overall Performance Rating

Not Satisfactory Satisfactory Above Satisfactory

I certify this report represents my best judgment.

Signature table with columns: Name, Title, Signature, Date. Rows for Rater and Appropriate Administrator.

Employee: I certify this report has been discussed with me. I understand my signature does not necessarily indicate agreement.

Comments table with a single column for text input.

Once complete, please make a copy for your records and the employee before sending the original to Human Resources.