

## NON-UNIFORM PROBATIONARY EMPLOYEE PERFORMANCE EVALUATION

Employee Name:  
Department:  
Date of Hire:

Employee ID #:  
Last Day of Probation:  
Evaluation Month:

**Instructions to Evaluator/Supervisor:** Evaluators should refer to the employee's job description when completing this form; the evaluation should focus on the employee's ability to perform the job duties listed in the job description. Employees should be evaluated monthly beginning with the anniversary of the first month of employment until the end of the six month probationary period. Indicate the evaluation of the employee's job performance by writing a number between 1 and 4 and comments to justify the score in the noted area. The evaluator must meet with the employee and review the supervisor's comments. Comments must be provided for each attribute. The Supervisor comments should include a determination of whether the employee should stay employed or whether the employee should be terminated as applicable. Send copy to Human Resources Labor and Employee Relations Division and keep original for your files.

Use the following scale:

4 = Exceeds Expectation;    3 = Meets Expectation;    2 = Below Expectation;    1 = Unacceptable

### COMPETENCIES

#### **QUANTITY AND QUALITY OF WORK**

The extent to which the employee accomplishes assigned work of a specified quality within a specified time period AND the extent to which the employee's work is well executed, thorough, effective, accurate.

Supervisor Rating and Comments:

#### **KNOWLEDGE OF DUTIES/CAPACITY TO DEVELOP**

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 AND The extent to which the employee demonstrates the ability and willingness to accept new/more complex duties/responsibilities

Supervisor Rating and Comments:

#### **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

Supervisor Rating and Comments:

#### **COOPERATION/DEALING WITH PEOPLE**

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

Supervisor Rating and Comments:

**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

Supervisor Rating and Comments:

**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

Supervisor Rating and Comments:

**ATTITUDE**

Does the employee have a positive attitude about his/ her job, understand our values, and is a positive representation of our department?

Supervisor Rating and Comments:

Employee Comments (Comments should include what is going well and what is not, is there training or tools that are needed in order to do your job? Attach additional paper if necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Overall Comments by Supervisor (clearly address any score below a 3, developmental needs, areas of concerns, what the employee needs to correct or focus on to complete the probationary period; list specific examples/events. Also include what the employee is doing well):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Evaluator Signature

\_\_\_\_\_  
Date

Note to Supervisor/Evaluator: The decision not to grant full-time non-probationary status should be communicated to the employee as soon as the decision is made by the Department Director but no later than seven (7) days before the end of probation unless approved by the Director of Human Resources. If needed, the Probationary Period can be extended under specific circumstances, please contact the Director of Human Resources for approval. Counseling sessions or corrective action should occur as soon as the infraction occurs and not held up for this monthly evaluation process.