

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:

Overall Score:

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.