



PROBATIONARY PROGRESS REVIEW

<input type="checkbox"/> 6-Month Formal Probationary Evaluation <i>Must Send Completed Form to Human Resources By End of 6-Month Probationary Date.</i>	<input type="checkbox"/> 12-Month Formal Probationary Evaluation <i>Must Send Completed Form to Human Resources Before End of Probationary Date.</i>	<input type="checkbox"/> Interim Review * <i>(Please Maintain Interim Reviews in Department.)</i>			
Employee Name	Last	First	Middle	Employee ID Number	
Position Number	Role Title			Classified Original Hire Date	
Department		Mail Code	Off-Campus Mailing Address		
A. Overall Rating: <input type="checkbox"/> Strong Performance (Performance fully meets performance expectations for a new employee and may, on occasion, exceed expectations) <input type="checkbox"/> Developing Performance (May partially meet performance expectations but needs improvement) <input type="checkbox"/> Unacceptable Performance (Performance is well below an acceptable level)					
B. Comments on Overall Progress: <i>Indicate progress toward meeting the Performance Plan. Attachments may be added if needed.</i> <div style="border: 1px solid black; height: 150px; width: 100%;"></div>					
C. Employee Development Plan: <i>(Attachments may be added if necessary)</i>					
Personal Learning Goals <i>(List goals identified by the employee and supervisor)</i> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>			Learning Steps/Resource Needs <i>(Indicate specific steps to be taken and by whom to accomplish the learning goals. May include training coaching, or other learning methods)</i> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>		

Supervisor's Name (Print)	Supervisor's Signature	Position Number	Date
Reviewer's Name (Print)	Reviewer's Signature	Position Number	Date
Employee's Name (Print)	Employee's Signature	Date	

*Interim reviews can be conducted anytime within the probationary period (i.e., 3-month or 9-month timeframe) and are recommended on a quarterly basis in order to give the employee feedback and assess progress; however only the 6 and 12-month reviews are required.

HUMAN RESOURCES COPY
MAKE A COPY FOR THE EMPLOYEE AND SUPERVISOR