

Probationary Employee

Third Month

Seventh Month

Final

Review the dimensions of performance: under each category, comment on the employee's accomplishments and challenges during the evaluation period. Indicate the level of performance achieved using the following scale:

5=Outstanding 4=Exceeds Expectations 3=Meets Expectations 2=Needs Improvement 1=Unsatisfactory

rk: Demonstrates accuracy and thoroughness; displays commitment to excellence; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.

Rating:	5	4	3	2	1	<u>N/A</u>
Comments:						

2) Productivity: Completes work in a timely manner.

Rating:	5	4	3	2	1	<u>N/A</u>
Comments:						

3) Working Relations: Acts in a manner that reflects respect, courtesy, civility, and appreciation. Establishes and maintains effective work relationships. Offers assistance and support to co-workers. Understands lines of reporting, responsibility, and accountability. Provides accurate information.

Rating:	5	4	3	2	1	<u>N/A</u>
Comments:						

4) Skills and Abilities: Select all which are applicable to the work assignment. Evaluators may identify other relevant criteria if desired.

a) Attendance and Punctuality: Reports to work as scheduled and on time and complies with standards for attendance, rest periods, and meal periods.

Rating:	5	4	3	2	1	<u>N/A</u>
Comments:						

Employee Signature: My signature below signifies that I have read and/or discussed this evaluation with my supervisor. It does not necessarily imply that I agree with the evaluation. I understand that I may submit written comments or rebuttal to this evaluation within fifteen (15) working days.

Employee's Signature

Date

Evaluator's Signature

Date

Employee's Printed Name

Evaluator's Printed Name