

APPENDIX 8.4
Probationary Employee Evaluation

PROBATIONARY EMPLOYEE EVALUATION

THIS REPORT MUST BE COMPLETED AND RETURNED NO LATER THAN _____
Month Day Year

NAME _____ POSITION _____
Last First Middle

DEPARTMENT _____ DATE EMPLOYED _____

I. RATING OF EMPLOYEE: (Carefully evaluate each of the qualities separately.)

	SATISFACTORY	MARGINAL	UNSATISFACTORY	UNABLE TO RATE
QUALITY OF WORK				
QUANTITY OF WORK				
PERSONALITY				
PERSONAL APPEARANCE				
ATTENDANCE				
DEPENDABILITY				

II. OVERALL EVALUATION in comparison with other employees with the same length of service on this job:

_____ Definitively unsatisfactory. _____ Substandard but making progress. _____ Doing an average job. _____ Definitely above average. _____ Outstanding

III. RECOMMENDATION:

- A. Recommend that this probationary employee be continued as a regular employee?
- B. Recommend employee be reevaluated prior to end of probationary period?
- C. Recommend probationary period be extended _____ days? (Maximum 20 days).
- D. Recommend employment not to be continued.
 Why should he or she be released?

Explanation: _____

DATE _____ RATED BY _____

TITLE _____

Reviewed by Personnel Dept.:

DATE _____ COMMENTS _____

