



# Non-Union Support Staff Probationary Performance Evaluation

## Employee Information

Employee's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Administrative Dept.: \_\_\_\_\_

Hire Date (mm/dd/yyyy): \_\_\_\_/\_\_\_\_/\_\_\_\_ Date of This Evaluation (mm/dd/yyyy): \_\_\_\_/\_\_\_\_/\_\_\_\_

## Instructions to Supervisors

These ratings will represent your evaluation of the employee's actual job performance during the probationary period. To help you make an objective evaluation, the following suggestions are offered:

1. Review the employee's written job description and base your ratings on the requirements of the job as described.
2. Evaluate the employee's proven and observable on-the-job performance.
3. Consider one rating factor at a time so that your rating of one trait will not influence your rating of another. If any factor is not appropriate for the employee's job, mark it N/A (Not Applicable) and do not rate the employee on this factor.

Upon completion, check your ratings and comments. Discuss your ratings with the employee and encourage him or her to make verbal and written comments. The completed form should then be reviewed and signed by the person to whom you report, and maintained in the employee's file within the department.

## Ratings

AA = Above Average: Often performs beyond normal job requirements.

SS = Satisfactory: Fulfills normal job requirements.

LS = Less Than Satisfactory: Generally performs below job requirements, but with anticipated improvements, could meet the requirements.

US = Unsatisfactory: Performs consistently below job requirements.

## Rate The Factors Below

Check The Appropriate Boxes and Support with Information *(If you need more space, please attach a sheet of paper)*

1. Job-Related Skills—Consider the level of any skills needed to perform the job.  AA  SS  LS  US  
*Supporting Information:*

2. Quality of Work—Consider the accuracy, thoroughness and effectiveness of the work performed as it relates to the job description.  AA  SS  LS  US  
*Supporting Information:*

3. Quantity and Timeliness of Work—Consider the volume produced, and how promptly assignments were completed.  AA  SS  LS  US  
*Supporting Information:*



4. Relationship with Others—Consider employee’s tact, cooperation and communication with co-workers, supervisors, and where appropriate, telephone contacts, visitors and patients.  AA  SS  LS  US  
*Supporting Information:*

5. Work Initiative and Responsibility—Consider the extent to which employee organizes own work and time, follows through with assignments, and suggests or implements improved methods.  AA  SS  LS  US  
*Supporting Information:*

6. Attendance and Punctuality.  
 Frequently absent and/or late. How many days absent? \_\_\_\_\_ How many times late? \_\_\_\_\_  
 Occasionally absent and/or late. How many days absent? \_\_\_\_\_ How many times late? \_\_\_\_\_  
 Never, or rarely, absent or late  
*Explain circumstances (e.g., illness, travel problems, unverified, etc.):*

7. Overall Evaluation—Rate the employee’s total performance, taking into consideration the most important factors of the job.  AA  SS  LS  US  
*Supporting Information:*

8. Additional Comments:

Has the employee successfully completed the probationary period?  Yes  No  
If no, do you recommend an extension of the probationary period?  Yes  No

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## Signatures

Supervisor’s Signature: \_\_\_\_\_

Employee: I have read this appraisal and discussed it with my supervisor.

Employee’s Comments (*Optional*): *If you need more space, please attach a sheet of paper.*

Employee’s Signature: \_\_\_\_\_ Date (*mm/dd/yyyy*): \_\_\_\_\_

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## Form Reviewed By:

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date (*mm/dd/yyyy*): \_\_\_\_\_