## **30-DAY PROBATIONARY EMPLOYEE EVALUATION**

## **Human Resources Office**

Employee Name		Position			Date Hired			
Completion of 30	-Day Probationary Period							
Completion of 90-Day Probationary Period								
The University's future success requires that only those employees with proven skills and good habits be granted regular employment status. Therefore, please give your professional judgement as to whether the above individual should be continued in the employ of the University by completing in detail the following review.								
appropriate form	ne employee on the following qu of the answer might be, for exan QUALITY OF WORK: "Too many e	nple: PUNCTUALI	TY: "Unaccep	table, becaus	se employee has b	een late two tim		
ATTENDANCE								
PUNCTUALITY								
INITIATIVE/ SPEED OF LEARNING								
DEPENDABILITY/ WORK HABITS/ ORGANIZATION								
QUALITY OF WORK/ ACCURACY								
QUANTITY OF WORK								
RELATIONS WITH OTHERS (SUPERVISOR/ OTHER EMPLOYEES)								
SKILLS/ EXPERIENCE/ TRAINING ADEQUATE FOR POSITION								
PERFO	RMANCE		POTENT	TAL				

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## **Human Resources Office**

During the initial 30-day probationary period, has the employee sufficiently proven that the probationary period should be continued for an additional 60 days?	
If not, is it your judgement that the employee be terminated?	
If termination is appropriate, please summarize the specific reasons for that decision:	
Other comments:	
Other comments.	
Signature of Immediate Supervisor	Date
Signature of Department Head, if necessary	Date
Signature of Director of Human Resources	Date

Distribution:
Original Human Resources- File
Copy Immediate Supervisor
Copy Department Head
Copy Employee

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