

PERFORMANCE APPRAISAL DURING THE PROBATIONARY PERIOD

(Best if evaluation takes place around 6th month of employment)

EMPLOYEE: _____ POSITION: _____

SUPERVISOR: _____ DEPARTMENT: _____

DATE: _____ DATE OF HIRE: _____

RATING SCALE: 1 = Requires Improvement 2 = Meets Expectations 3=Exceeds Expectations

PERFORMANCE FACTORS	RATING
Job Knowledge: Understands and applies the principles and procedures required by the job.	
Quality of Work: Thoroughness, neatness, accuracy, etc.	
Productivity: Accomplishes appropriate amount of work, efficient use of time, etc.	
Initiative: Works independently, anticipates need and takes appropriate action, works to improve performance, etc.	
Dependability: Takes instruction and follows through, responsible, on the job and on task, etc.	
Interpersonal skills: Establishes positive supportive relationships, works effectively as a team member, good communicator, etc.	
Attendance/Punctuality: At work on time, maintains work schedule, responsible use of leave, etc.	
SUPERVISORY SKILLS (For supervisors of at least one full-time employee)	
Leadership: Leads by example, motivates staff, fosters teamwork, etc.	
Planning: Able to plan, prioritize, and organize work of self and others, manages change well.	
Decision Making: Analyzes situations well, decides what to do, and takes appropriate action	
Supervising: Regularly evaluates staff and provides feedback, praising and disciplining appropriately, supports staff development, treats staff in a respectful and consistent manner, etc.	
Administering: Completes reports and forms in an accurate, timely manner, controls budget, etc.	

SUPERVISOR'S COMMENTS:

GOALS, OBJECTIVES AND AREAS OF PLANNED DEVELOPMENT:
