

90-Day Form

Probationary Review Form

30-Day Extension Form
(Must be verified by Department Manager and HR Manager)

Employee Information

Name: _____ Date of Employment: _____

Department: _____ Date Probation Period Ends: _____

Manager Information

Name: _____ Department: _____

Areas For Review

1. Have you reviewed the job description with the employee? Yes _____ No _____
2. Have you provided the employee with a copy of their job description? Yes _____ No _____
3. How has the employee accomplished what you would expect after this period of employment with respect to:

	<u>Fails To Meet Job Standards</u>	<u>Meets Job Standards</u>	<u>Exceeds Job Standards</u>
<u>Knowledge of Job</u>	_____	_____	_____
<u>Productivity</u>	_____	_____	_____
<u>Quality of Work</u>	_____	_____	_____
<u>Work Attitude and Cooperation</u>	_____	_____	_____
<u>Dependability</u>	_____	_____	_____
<u>Initiative</u>	_____	_____	_____
<u>Attendance</u>	_____	_____	_____

4. Are there certain areas where the employee excels? Specify:

5. Are there areas where improvement is desirable? Specify:

Evaluation

Do you wish to retain this employee? Yes _____ No _____
Comments:

Comments

It is extremely important at this time to talk with the employee about progress, point out areas of satisfactory work, discuss areas where improvement is needed, and engage in future performance planning.

Supervisors Comments:

Employee's Comments:

Signatures

Supervisor's Signature: _____ Date of Review: _____

Employee's Signature _____ Date: _____