

## 6-MONTH PROBATIONARY EMPLOYEE PERFORMANCE EVALUATION

Employee Name \_\_\_\_\_ Department \_\_\_\_\_  
 Classification \_\_\_\_\_ Last Day of Probation \_\_\_\_\_  
 Date employed in this classification \_\_\_\_\_

**Instructions to Evaluator:** Evaluators should refer to the employee's job description when completing this form; the evaluation should focus on the employee's ability to perform the job duties listed in the job description. Employees should be evaluated twice with a third optional time in between-- at three months\*, four months (optional)\*, and one other time before the end of the probationary period. Indicate the evaluation of the employee's job performance by writing a number between 1 and 3 on the blank line to the right of each attribute, in the appropriate column (depending on whether this is the three-month, four-month (optional), or final evaluation of the employee). Use the following scale:

1 = Unacceptable;                      2 = Needs Improvement;                      3 = Satisfactory

See the reverse side of this form for additional comments to the evaluator and the employee.

		3 MONTHS*	Optional (4)*	FINAL
ATTRIBUTE	DATE			
<b>QUANTITY OF WORK</b> The extent to which the employee accomplishes assigned work of a specified quality within a specified time period				
<b>QUALITY OF WORK</b> The extent to which the employee's work is well executed, thorough, effective, accurate				
<b>KNOWLEDGE OF JOB</b> The extent to which the employee knows and demonstrates how and why to do all phases of assigned work, given the employee's length of time in his/her current position				
<b>RELATIONS WITH SUPERVISOR</b> The manner in which the employee responds to supervisory directions and comments. The extent to which the employee seeks counsel from supervisor on ways to improve performance and follows same				
<b>COOPERATION WITH OTHERS</b> The extent to which the employee gets along with other individuals. Consider the employee's tact, courtesy, and effectiveness in dealing with co-workers, subordinates supervisors, and customers				
<b>ATTENDANCE AND RELIABILITY</b> The extent to which employee arrives on time and demonstrates consistent attendance; the extent to which the employee contacts supervisor on a timely basis when employee will be late or absent				
<b>INITIATIVE AND CREATIVITY</b> The extent to which the employee is self-directed, resourceful and creative in meeting job objectives; consider how well the employee follows through on assignments and modifies or develops new ideas, methods, or procedures to effectively meet changing circumstances				
<b>CAPACITY TO DEVELOP</b> The extent to which the employee demonstrates the ability and willingness to accept new/more complex duties/responsibilities				

