

**Job Aid****System:** Probationary Evaluation Form**Task:** Supervisor / Employee Workflow**Date:** 2/11/26

Supervisor access the form via this link: [Probationary Evaluation Form](#) or from website link.

Read instructions and start by Selecting Probationary Period and inputting the employees' NetID into the designated field.

Select Probationary Period*

Select Period

Employee being evaluated NetID:*

Score each criteria by selecting a value 1-3 and leave a comment.

Quantity of work - The extent to which the employee accomplishes assigned work within a specified time period*

Please select a value 1 - 3

Quantity of work comment:

Leave any final comments, acknowledge, and submit.

Supervisor final comments:*

By checking this box and clicking submit I affirm that the designated employee will receive a copy of this form for acknowledgment.*

BY CLICKING SUBMIT THIS WILL GO DIRECTLY TO THE EMPLOYEE. DO NOT CLICK SUBMIT UNLESS YOU ARE CERTAIN YOU ARE FINISHED.

The designated employee will receive an email with a link they can use to access the form.

Hello (Employee Name)

You are receiving this email to notify you to complete your steps in the Probationary Employee Performance Evaluation submitted by supervisor (Initiator Name)

You can access the form via this link:

https://appserv7.admin.uillinois.edu/FormBuilderSurvey/Survey/uis_human_resources/performance/probationary_employee_performance_evaluation/Survey?formResponseId=654eca02-fada-41ba-9e06-b3ee00f0ee8e

Please complete the steps and submit to continue the process.

Thank you,

The employee will click the link, login, and read through the evaluation. There will be space for the employee to make a remark and acknowledge. The employee is only verifying they have read through the evaluation and making a comment.

Comments regarding scores:

Not required but welcomed.

Any requests for additional trainings or resources?*

By checking this box and submitting you are acknowledging you have read and understand the probationary evaluation form.*

If you have comments or disagree with anything presented please leave comments in the "Comments regarding scores" field. You must check the box to sign and then submit this form to continue the process.

THIS WILL BE GOING BACK TO YOUR SUPERVISOR WHO INITIATED THIS PROCESS. KEEP THIS IN MIND WHEN LEAVING COMMENTS. UPON COMPLETION THIS WILL BE INCLUDED IN YOUR PERSONNEL FILE

The employee will submit, then an email will get sent back to the supervisor with a link to access the form.

Hello (Supervisor Name)

We need your acknowledgement of the Probationary Employee Performance Evaluation for (Employee Name)

The employee has completed their part, and your acknowledgement is necessary to send this to HR.

You can access the form via this link:

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Thank you

The supervisor will now acknowledge the comments the employee has made and submit the form.

- I acknowledge that I have read the comments and verified any concerns that the employee has noted before submitting this form.*

After acknowledging the form and submitting HR will be notified and complete the process.