## 12-MONTH PROBATIONARY EMPLOYEE PERFORMANCE EVALUATION

Employee Name	Department				
Employee Name  Classification	Last Day of Probati	on		_	
Date employed in this classification	-				
Instructions to Evaluator: Evaluators should refer to the a should focus on the employee's ability to perform the job twice with a third optional time in between at six months period. Indicate the evaluation of the employee's job performs each attribute, in the appropriate column (depending on we employee).  Use the following scale:	duties listed in the job s, eight months (option formance by writing a r	o description. Enal), and one oth number between	Employees should her time before the 1 and 3 on the bla	be evaluated end of the proba ank line to the r	ight of
1 = Unacceptable; 2 = See the reverse side of this form for additional comme	Needs Improvement; ents to the evaluator ar	3 = S and the employee	atisfactory		
		6 MONTHS	Optional (8)	FINAL	
ATTRIBUTE	DATE				
QUANTITY OF WORK The extent to which the employee accomplishes assigned vality within a specified time period	work of a specified				
QUALITY OF WORK					
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 he phases of assigned work, given the employee's length of timposition					
RELATIONS WITH SUPERVISOR					
The manner in which the employee responds to superviscomments. The extent to which the employee seeks counsel ways to improves performance and follows same					
COOPERATION WITH OTHERS					
The extent to which the employee gets along with other indivi- employee's tact, courtesy, and effectiveness in dealing subordinates supervisors, and customers					
ATTENDANCE AND RELIABILITY					
The extent to which employee arrives on time and demo attendance; the extent to which the employee contacts supervise when employee will be late or absent					
INITIATIVE AND CREATIVITY					
The extent to which the employee is self- directed, resource					
meeting job objectives; consider how well the employee assignments and modifies or develops new ideas, methods					
effectively meet changing circumstances	,, or procedures to				
CAPACITY TO DEVELOP					

The extent to which the employee demonstrates the ability and willingness to

accept new/more complex duties/responsibilities

Comments to Evaluator and Employee. Evaluators should discuss the evaluation results with the employee. At a minimum, employees must be given a copy of the evaluation for their own records. Both the evaluator and the employee should sign the evaluation form. The employee signature indicates only that the employee received a copy of the evaluation. It does not necessarily signify employee concurrence. Both employees and evaluators are strongly encouraged to include written comments. At the <u>final</u> evaluation only, after the employee signs the form, the evaluator should give one copy to the employee, retain one copy for department files and forward one copy to: Office of Human Resources, HRB 30; One University Plaza, Springfield, IL.

6 Month EVALUATION	(Evaluator Signature and Date)	(Employee Signature and Date)
Optional (8M) EVALUATION	(Evaluator Signature and Date)	(Employee Signature and Date)
FINAL EVALUATION	(Evaluator Signature and Date)	(Employee Signature and Date)
Employee Comments	(please include date; attach additional pape	r if necessary):
Evaluator Comments	(please include date; attach additional paper	if necessary):
TO BE COMPLETED	O ONLY AT LAST EVALUATION BEFOR	RE END OF PROBATIONARY PERIOD:
I recommend thi	is probationary employee become permanen	at and continuous.
I recommend this the appropriate is		re the end of the probationary period and will submit
Employee resign		d. (It is important that HR receive this form even if
Evaluator Signature		date
_ and of Digitalia		and the same and t

2/04/2011