6-MONTH PROBATIONARY EMPLOYEE PERFORMANCE EVALUATION

Employee Name	Department	
Classification	Last Day of Probation	
Date employed in this classif	fication	
should focus on the employee's abil a third optional time in between at period. Indicate the evaluation of th	tors should refer to the employee's job description when completing this lity to perform the job duties listed in the job description. Employee to three months*, four months (optional)*, and one other time before the employee's job performance by writing a number between 1 and 3 one (depending on whether this is the three-month, four-month (optional) the:	s should be evaluated twice with the end of the probationary the blank line to the right of each

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			
QUANTITY OF WORK			
The extent to which the employee accomplishes assigned work of a specified			
quality within a specified time period			
QUALITY OF WORK			
The extent to which the employee's work is well executed, thorough, effective,			
accurate			
KNOWLEDGE OF JOB			
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			
RELATIONS WITH SUPERVISOR			
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 improves performance and follows same			
COOPERATION WITH OTHERS			
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			
ATTENDANCE AND RELIABILITY			
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			
INITIATIVE AND CREATIVITY			
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			
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, HRB30; One University Plaza, Springfield, IL.

3 MONTH					
EVALUATION	(Evaluator Signature and Date)	(Employee Signature and Date)			
Optional (4M) 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 paper if necessary):					
Evaluator Comments	(please include date; attach additional paper	r if necessary):			
TO BE COMPLETEI	O <u>ONLY</u> AT LAST EVALUATION BEFO	RE END OF PROBATIONARY PERIOD:			
I recommend the	is probationary employee become permaner	nt and continuous.			
I recommend this probationary employee be dismissed before the end of the probationary period and will submit the appropriate forms.					
Employee resign		d. (It is important that HR receive this form even if			
Evaluator Signature		date			

2/04/2011