

## Probationary Merit Employee Three-Month Evaluation Form

This form is to be used for either a new hire employee or a regular merit employee who has recently moved to a new position through promotion or transfer. This form should be completed towards the end of the 2<sup>nd</sup> month or beginning of the 3<sup>rd</sup> month of the employee's probationary period.

**Employee's Name:** \_\_\_\_\_ **Employee's University ID #:** \_\_\_\_\_

**Department:** \_\_\_\_\_ **Employment Date:** \_\_\_\_\_

**Supervisor's Name:** \_\_\_\_\_ **Supervisor's University ID #:** \_\_\_\_\_

**End of Probationary Period:** \_\_\_\_\_ **Three-Month Evaluation Date:** \_\_\_\_\_

### Rating Categories and Definitions

<b><i>Exceptional</i></b>	Consistently exceeds expectations. Performance is consistently characterized by exceptionally high work quality. Employees rated as exceptional repeatedly make contributions which are far above the requirements of their position. They use exceptional judgment and regularly exhibit mastery of their job assignments.
<b><i>Exceeds Expectations</i></b>	Frequently exceeds expectations. Performance indicates thorough attention to and the completing of all assigned responsibilities. Unusual problems are properly considered and generally well handled. Individuals strive for job improvement and initiative is regularly displayed. The contribution of these individuals is usually beyond that expected.
<b><i>Meets Expectations</i></b>	Performance meets the requirements of the position. The position is being covered in an adequate manner and the responsibilities are being handled competently. <i>This rating is not to be considered as marginal performance.</i>
<b><i>Needs Improvement</i></b>	Performance does not consistently meet minimum expectations of the position. Supervisor needs to provide specific written expectations for improvement.
<b><i>Unsatisfactory</i></b>	Performance does not meet the requirements of the position. The result is generally termination.

**Check boxes below to indicate performance:**

Performance Areas Evaluated	Exceptional	Exceeds Expectations	Meets Expectations	Needs Improvement	Unsatisfactory
Quality of work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quantity of work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Following instructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal initiative (does job w/o constant direction)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Solving routine problems on own	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attitude toward work and UNI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relationship with supervisor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relationship with co-workers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attire appropriate for job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to accept coaching	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comments:**



**Respond to the Following:**

- 1. What are employee's strongest point(s)?
  
  - 2. What areas need to be improved most?
  
  - 3. Describe any incidents that have caused you concern or seemed to cause the employee concern.
  
  - 4. Describe any concerns to be discussed with the employee.
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**Recommended Action:**

If evaluating new hire employee:     Continue Probationary Period     Termination

If evaluating regular employee in new position, this evaluation is to be considered an interim evaluation and a second evaluation (Six-Month Evaluation Form) will need to be completed before the end of the probationary period.

**Supervisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee Signature\*:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*\*I acknowledge that this Three-Month Evaluation was discussed with me.*

**Dean/Department Head's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Prior to end of the employee's third month of probation,  
Please return the original to Human Resource Services, 027 Gilchrist, 0034.