

Evaluation Period: 30-Day 60-Day 90-Day

(please check one box)

Date of Evaluation Meeting: Click or tap to enter a date.

Name Employee Name (Last, First):	Employee Number:
Department:	Position/Job Title:
Date of Hire / Transfer / Promotion:	Supervisor Name:

PURPOSE

The purpose of a 30-, 60-, and 90-day probationary evaluation is as a tool to encourage frequent two-way conversations between the supervisor and employee regarding progress, underscore the expectations of the position, maximize the employee’s opportunity to become a successful performer, and determine next steps towards the employee’s employment future. This tool is to be used for new hire employees, but can also be used for employees who move to a new position, whether as a transfer to another position or promotion.

TO THE SUPERVISOR

- The evaluation will be considered confidential and should be discussed in detail with the employee.
- For the employee, supervisor, and the University to gain the most from this tool, supervisors are highly encouraged to take advantage of the 30-,60-, 90-day practice of evaluation to better engage with the employee.
- Please submit the completed and signed 90-day evaluation form to Human Resources by clicking [HERE](#).
- The 30- and 60-day evaluations are optional, though highly recommended, and not required to be sent to HR **unless** there is a performance problem documented.

PART I: EMPLOYEE REVIEW

Question	Employee Comment
1. What accomplishments, this evaluation period, are you most proud of?	
2. What personal strengths enabled you to reach those accomplishments?	
3. What has been most challenging for you in this position? Any barriers?	
4. How can your supervisor (and team) better support you becoming successful in your position?	

PART II: SUPERVISOR REVIEW

Job Performance Factor and Description	SUPERVISOR Rating and Comment
A. Productivity (e.g. demonstrates commitment to producing work that meets departmental standards/goals, ensures consistency and accuracy in result/output, etc.)	Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Observed <input type="checkbox"/> (please check one box)
B. Initiative (e.g. shows great energy in tackling challenges related to assigned tasks, demonstrates accountability for own learning, works well without any supervision, etc.)	Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Observed <input type="checkbox"/> (please check one box)
C. Dependability (e.g. demonstrates satisfactory attendance, reports to work and meetings as scheduled, etc.)	Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Observed <input type="checkbox"/> (please check one box)
D. Cooperativeness (e.g. works well with others, willingness to share expertise and information with others, demonstrates a collaborative aptitude, etc.)	Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Observed <input type="checkbox"/> (please check one box)
E. Adaptability (e.g. constructively acts and adjusts due to feedback or change, performs under pressure, handles multiple assignments, etc.)	Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Observed <input type="checkbox"/> (please check one box)
F. Compliance / Safety (e.g. speaks up about all risks of harm, adheres to all safety guidelines, participates in all mandatory training, etc.)	Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Observed <input type="checkbox"/> (please check one box)
G. Diversity, Equity, & Inclusion (e.g. encourages and contributes to a work environment that is welcoming to all, treats all individuals with courtesy, dignity, and respect, etc.)	Meets <input type="checkbox"/> Does Not Meet <input type="checkbox"/> Not Observed <input type="checkbox"/> (please check one box)
H. Overall Rating <div style="text-align: center;">(please check one box)</div> Employee successfully meets or exceeds requirements. <input type="checkbox"/> Employee fails to meet orientation job requirements. <input type="checkbox"/>	
I. Comments All ratings of "does not meet" requires comments; Add what employee should work towards for next evaluation. <hr style="border: 0; border-top: 1px solid black; width: 50%; margin-left: 0;"/>	
J. Recommendation (please check one box) <ul style="list-style-type: none"> • Recommend completion of probation period. <input type="checkbox"/> • Recommend 30-day extension of probation period for additional observation time. <input type="checkbox"/> • Recommend employee be terminated (must be approved by HR Employee Relations). <input type="checkbox"/> 	

PART III: SIGNOFFS

Employee: (1) I have read and discussed this evaluation with my supervisor.
 (2) I realize that if I wish to do so, I may submit a written statement about this evaluation to the Human Resources Department within five (5) days of this date.

Employee's Signature _____ Date _____
 Supervisor's Signature _____ Date _____

Please submit the completed and signed 90-day evaluation form to Human Resources by clicking [HERE](#).