

Classified Probationary Employee Review

___ New Hire ___ Promotional ___ Lateral

Employee Name: _____ Supervisor Name: _____
 Job Title: _____ First Review Date: _____
 Work Location: _____ Second Review Date: _____

Supervisors should meet with new employees during their probationary period to assess their progress as they work toward full and permanent employment by the college. This/these meetings should take place at least once, at or near the middle of the probationary period, more often as needed. Probationary employees should be given the opportunity to prepare any comments in advance, and attach those comments to this review.

Ratings: **E** = Exceeding Expectations **A** = Making Adequate progress **T** = Training required
 N = Needs Improvement **D** = Does not apply

AREAS FOR REVIEW

- | | |
|---|---|
| <p>I. Job and Workload</p> <ol style="list-style-type: none"> 1. Produces assigned work. 2. Meets assigned deadlines. 3. Incorporates new position job knowledge into practice. 4. Requests assistance as needed when deadlines are impacted due to workload. | <p>Rating</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> |
|---|---|

Supervisor Comments:

- | | |
|---|--|
| <p>II. Work Ethic and Initiative</p> <ol style="list-style-type: none"> 1. Produces accurate work; demonstrates attention to details. 2. Completes all aspects of assigned work or projects. 3. Requests additional training or instructions in order to complete assigned work. 4. Meets regularly with supervisor for updates on job performance and expectations. 5. Keeps supervisor informed on status/progress of work. 6. Offers appropriate suggestions for procedures or methods for completing work. 7. Organizes work and sets priorities for daily tasks and projects. | <p>Rating</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> |
|---|--|

Supervisor Comments:

- | | |
|--|--|
| <p>III. Attendance and Dependability</p> <ol style="list-style-type: none"> 1. Adheres to assigned work schedule (start and end times, breaks and lunchtimes). 2. Notifies supervisor in a timely manner of an absence. 3. Adjusts to interruptions, changes to tasks or deadlines; exhibits flexibility. | <p>Rating</p> <p>_____</p> <p>_____</p> <p>_____</p> |
|--|--|

Supervisor Comments:

- | | |
|---|----------------------------|
| <p>IV. Job Knowledge and Skills</p> <ol style="list-style-type: none"> 1. Demonstrates knowledge of district methods, procedures and policies. | <p>Rating</p> <p>_____</p> |
|---|----------------------------|

- 2. Demonstrates appropriate skill level for the position. _____
- 3. Demonstrates understanding of the position and specific job duties. _____

Supervisor Comments:

V. Adaptability and Responsibility

Rating

- 1. Accepts new ideas and methods. _____
- 2. Performs well in new situations. _____
- 3. Performs well in emergency situations. _____
- 4. Accepts responsibility. _____
- 5. Takes initiative to seek new responsibilities. _____

Supervisor Comments:

VI. Cooperation and Conduct

Rating

- 1. Accepts new assignments with courtesy and respect. _____
- 2. Accepts suggestions for job improvement. _____
- 3. Exhibits interest for the tasks and projects. _____
- 4. Demonstrates pride in work and completion of tasks/projects. _____
- 5. Respects the confidentiality of information. _____

Supervisor Comments:

VII. Personal Relations

Rating

- 1. Uses tact, respect and discretion in dealings with supervisor and other employees. _____
- 2. Uses tact, respect and discretion in dealings students. _____
- 3. Uses tact, respect and discretion in dealings with members of the public. _____
- 4. Attire is appropriate for the work location. _____
- 5. Works well in a diverse environment. _____

Supervisor Comments:

Overall Rating : Supervisor please circle one below:

E = Exceeding Expectations **A** = Making Adequate progress **T** = Training required **N** = Needs Improvement

Supervisor Explanation if needed:

Supervisor Goals for employee: (Attach a separate sheet as needed)

Employee Goals: (Attach a separate sheet as needed)

Employee Comments: (Attach a separate sheet as needed)

Employee Statement: I acknowledge that I have received my Probationary Employee Review. I acknowledge that my supervisor and I have discussed this review and any attachments. I understand that my signature does not necessarily mean that I agree with the review, but only that I have received a copy of the review and all attachments.

Employee Signature

Date

Supervisor Signature and Title

Date