

90-Day Probation Evaluation - Directions

HR Guidelines: All new Classified staff (regular full-time and part-time) will be required to serve a three-month probation. Upon completion of probation, the employee will receive final determination as a regular employee. An extension of probationary status (normally not to exceed three months) may be initiated prior to the end of the probationary period by memorandum from the supervisor to the affected employee, with copies forwarded to the Human Resources department. The memorandum should state specifically why such action is being taken. Extension of probationary status should be requested only when the potential of the employee needs further development and/or the supervisor needs additional time to evaluate the employee.

If your employee is Classified and began employment with the University before January 1, you should complete the 90-Day Probation Evaluation at the end of 90 days AND an Annual Performance Review. If your employee is Classified and began employment with the University after January 1, you will only need to complete the 90-Day Probation Evaluation for that fiscal year.

COMPLETING THE FORM

Page 2:

- A. Complete employee information at top of form (name, title, department, etc.).
- B. The Rating Key uses a 5-point scale – *Consistently Exceeds Job Requirements, Frequently Exceeds Job Requirements, Fully Meets Job Requirements, Needs Improvement and Unsatisfactory.*
- C. List employee's strengths.
- D. List employee's improvement opportunities.
- E. Based on how the employee has performed over the past 90 days, decide on an **overall** Progress Rating score (1-5).

Pages 3 & 4:

- A. Review with the employee the criteria on which he/she will be evaluated at the Annual Performance Review. Supervisor should decide which major job responsibilities will be evaluated and advise employee of those as well as the Core Values and Behaviors listed.
- B. Please have employee sign, you should sign, and have your supervisor approve before sending this completed form to Human Resources.

Remember:

- ☐ Have the employee sign.
- ☐ You, as the supervisor, sign.
- ☐ Have *your* supervisor sign.
- ☐ Send original review to Human Resources

90-Day Evaluation Classified Staff

Employee: **Title:**

Supervisor: **Department:**

Rating Period from: **to** **90-Day Rating:**

Rating Scale

- 5 = Consistently Exceeds Job Requirements – Consistently achieves highest level of performance.
- 4 = Frequently Exceeds Job Requirements - Often exceeds requirements and expectations.
- 3 = Fully Meets Job Requirements – Consistently performs at an expected and satisfactory level.
- 2 = Needs Improvement - Meets some requirements and expectations but is inconsistent and needs improvement.
- 1 = Unsatisfactory - Does not meet requirements and expectations.

Performance Strengths

Identify primary strengths that contribute most to job performance.

Areas for Improvement

Define one or two specific opportunities to improve performance in this position.

1.

2.

What specific actions should employee take to improve?

1.

2.

Listed below are the areas in which the employee will be evaluated at the next Annual Performance Review.

- A. Supervisor should list up to four Major Responsibilities of the job.
- B. Supervisor should set and discuss Goals and Development Activities for the next review period.
- C. Supervisor should also discuss the Core Values and Behaviors so the employee will understand what they will be held accountable for at next annual performance review period.

Major Responsibilities (from job description)

(Supervisor should fill in)

- 1.
- 2.
- 3.
- 4.

Goals for Next Review Period:

- 1.
- 2.
- 3.
- 4.

Development Activities for Next Review Period:

- 1.
- 2.

Core Values

1. **Stewardship of Resources:** Uses University resources wisely and encourages others to do so, as well; accepts individual responsibility for actions that affect the institution; pursues opportunities to deliver services more efficiently and effectively.
2. **Integrity:** Committed to principles of truth and honesty; straightforward, forthright and appropriate in communications; keeps confidences; admits mistakes; widely trusted; honors commitments and promises; upholds the highest ethical conduct.
3. **Respect for Diversity:** Seeks opportunities to learn and understand cultures of others; celebrates and appreciates differences; respects different opinions; seeks to understand before acting.
4. **Service to Others:** Anticipates the needs of others; provides prompt and courteous service with a positive attitude; takes pride in what he/she does.

5. **Excellence and Continuous Self-Improvement:** Seeks excellence in all endeavors; embraces change; recognizes personal strengths and weaknesses and strives for improvement; seeks improvements in processes and services; cultivates a passion for life-long learning.

Behaviors

7. **Initiative:** The ability to use sound judgment to make decisions appropriate to job level; knows what needs to be done and does it without step-by-step instruction and/or reminders.

8. **Listening:** Practices active listening; has patience to hear people out; can accurately restate opinion of others even when he/she disagrees.

9. **Teamwork:** Ability to work with others to achieve a common goal; cooperative; encourages collaboration.

10. **Communication:** Ability to convey thoughts, concepts and ideas in a way that is clear and understandable; knowing what to communicate, to whom and when, and doing it in an appropriate manner.

11. **Interpersonal Skills:** Relates well to others; builds positive relationships; uses diplomacy and tact; builds rapport with others easily.

12. **Dependability:** Can be relied upon to complete assignments in a timely manner; demonstrates consistent attendance at work.

Required Signatures and Dates:

"I acknowledge that I have seen this report and have been apprised of my evaluation. I understand that I may make a statement below and/or a written statement within ten working days following this evaluation. If a statement is submitted within ten days, it will be attached to this evaluation report."

Employee Signature:

Date:

Supervisor's Signature:

Date:

Next Level Approval:

Date:

