

STAFF PERFORMANCE EVALUATION
912 HOUR (SIX MONTH) PROBATIONARY EVALUATION FORM



EMPLOYEE INFORMATION	
EMPLOYEE NAME:	
POSITION NAME:	
DEPARTMENT:	
POSITION START DATE:	
TIME IN PRESENT POSITION:	
ONE YEAR (1824 HOUR) PROBATION END DATE:	
EXEMPT ADMINISTRATOR'S NAME:	
DATE OF THIS REVIEW WITH EMPLOYEE:	

If at any stage in the probationary period you have serious concerns about the employee's ability to meet a satisfactory standard of performance, you must contact Human Resources to determine the effective handling of these concerns.

This evaluation assumes that the employee is aware of the duties of the position.

PART II – PERFORMANCE FACTORS

In the event that an area of performance needs improvement, you must complete page 4 of this evaluation (Job Performance Development).

PERFORMANCE FACTOR RATING SCALE	
SATISFACTORY	The employee has met a satisfactory standard of performance for this factor.
NEEDS IMPROVEMENT	The employee has failed to meet one or more of the significant performance expectations for this factor.
NOT APPLICABLE	If you feel that the item is not relevant to the job this person performs, please leave the response blank.

PERFORMANCE FACTORS	SATISFACTORY	NEEDS IMPROVEMENT
1. Arrives for work on time.		
2. Arrives for meetings on time.		
3. Meets work deadlines.		
4. Identifies problems.		
5. Proposes solutions to problems.		
6. Takes appropriate action on problems as necessary.		
7. Sets appropriate priorities for tasks.		
8. Uses time effectively.		
9. Consults with supervisors and co-workers as necessary.		
10. Works without supervision as necessary.		
11. Demonstrates effective leadership skills as appropriate.		
12. Demonstrates initiative as appropriate.		
13. Effectively collaborates with other department members as necessary.		
14. Deals effectively and professionally with employees in other areas.		
15. Responds appropriately to feedback on job performance.		
16. Demonstrates appropriate knowledge of UFV practices and policies relevant to position.		
17. Demonstrates appropriate interactions with students.		
18. Demonstrates appropriate interactions with the public.		
19. Deals appropriately with confidential information.		
20. Deals appropriately with sensitive situations.		
21. Manages information and data effectively.		

JOB PERFORMANCE DEVELOPMENT *(if applicable)*

Please describe what is necessary to bring the performance to a satisfactory standard for each factor that was identified as needing improvement.

NUMBER OF PERFORMANCE FACTOR	NECESSARY ACTION

_____ EMPLOYEE NAME	_____ EMPLOYEE SIGNATURE	_____ DATE
_____ EXEMPT ADMINISTRATOR NAME (Supervisor or Director)	_____ EXEMPT ADMINISTRATOR SIGNATURE	_____ DATE
_____ EXEMPT SR. ADMINISTRATOR NAME (Dean, VP, or AVP)	_____ EXEMPT SR. ADMINISTRATOR SIGNATURE	_____ DATE