



Final Probation Report for Exempt Employees

Section I: (to be completed by Human Resources)

Employee: *

Job Classification: *

Department: *

Supervisor: *

Probation Period: *

Final (12 month) Probation Report Due: *

Final Probation Report

Recommended Action: (Place an "X" in one of the following ():

() Successful Completion of Probation

Supervisor: _____

Signature Title Date

Employee: _____

Signature Title Date

Next Level Supervisor:

Signature Title Date

() Rejection on Probation, effective: _____
Date

Supervisor must contact EER Manager prior to Rejection on Probation.

Supervisor : _____

Signature Title Date

Employee: _____

Signature Title Date

Next Level Supervisor:

Signature Title Date

NOTE: Comments on performance should support the decision of Rejection on Probation.

Performance Factors

Basic Work Factors:

Quality/Quantity of work; Timeliness; Use of Resources; Attendance and Punctuality

	Meets or Exceeds Standards		Below Standards
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Comments:

Communications:

Oral and Written Communication Skills

	Meets or Exceeds Standards		Below Standards
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Comments:

Interacting With Others:

Cooperation and Teamwork, Interpersonal Relationships; Client Service; Public Relations

	Meets or Exceeds Standards		Below Standards
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Comments:

Conceptual Skills:

Planning; Problem Solving; Creativity

	Meets or Exceeds Standards		Below Standards
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Comments:

Job Skills:

Job Knowledge; Handling Challenges; Initiative; Administration

	Meets or Exceeds Standards		Below Standards
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Comments:

Manager/Supervisor Performance Factors:

Note: Complete this section only if employee is responsible for supervising others.

Planning and Organizing:

Setting Objectives; Budgeting; Organization and Work Allocation; Coordination/Integration; Monitoring Group Results

	Meets or Exceeds Standards		Below Standards
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Comments:

Managing/Supervising Employees:

Staffing; Defining Expectations; Feedback and Coaching; Performance Reviews; Human Resources Development; Leadership and Motivation, Communication Link

	Meets or Exceeds Standards		Below Standards
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Comments: