

Probationary Period Evaluation Form
For Contract Classified and Classified Non-Union Employees

Provide ongoing and frequent feedback, written guidelines and clarification of expectations.

When an employee's performance needs improvement, document the issues and attach to the probationary period evaluation.

If performance/behavioral issues occur anytime during the probationary period process, contact the FS HR Specialist immediately for assistance.

As a reminder, once the employee has reached the **six month** mark, they become a regular status employee and are no longer covered under the probationary period guidelines.

Employee Name: _____

Job Title: _____ Shop #/Area: _____

Hire Date: ____ / ____ / ____ Immediate Supervisor: _____

Two Month Performance Evaluation

_____ The employee has satisfactorily performed the duties of the position to date.

_____ The employee has unsatisfactorily performed the duties of the position however, I recommend that they be given additional time to improve their performance which will be closely monitored and reviewed. Documentation is attached.

I have discussed the performance evaluation with the employee.

Supervisor's Signature: _____ **Date:** _____

Employee's Signature: _____ **Date:** _____

Five Month Performance Evaluation

_____ The employee has satisfactorily performed the duties of the position to date.

_____ The performance of this employee has not been satisfactory, and I will recommend that the employee be dismissed. Documentation is attached.

I have discussed the performance evaluation with the employee.

Supervisor's Signature: _____ **Date:** _____

Employee's Signature: _____ **Date:** _____

cc: Manager
Employee
Supervisor File