

Probationary Evaluation

Employee Name: _____ Title: _____

Department/Division: _____ Hire/Promotion Date: _____

Appraisal for Month: Three ___ Six ___ (or for Fire/Police) Three ___ Six ___ Nine ___ Twelve ___

Recommendation: Failed to qualify for continued employment ___ Qualified for continued employment ___

Note: Please give examples in the Comments section.

AREAS TO BE EVALUATED	MEETS EXPECTATION	NEEDS IMPROVEMENT
Adherence to Policy: The extent to which an employee follows safety and conduct rules, other regulations and adheres to City policies.	<input type="checkbox"/>	<input type="checkbox"/>
	Comments:	
Attendance: The extent to which an employee is punctual, observes prescribed work break/meal periods and has an acceptable overall attendance record.	<input type="checkbox"/>	<input type="checkbox"/>
	Comments:	
Attitude/Behavior: The employee possesses a positive and professional attitude while at work and performing job duties.	<input type="checkbox"/>	<input type="checkbox"/>
	Comments:	
Initiative: The extent to which an employee seeks out new assignments and assumes additional duties when necessary.	<input type="checkbox"/>	<input type="checkbox"/>
	Comments:	
Interpersonal Relationships: The extent to which an employee demonstrates the ability to cooperate, work and communicate with coworkers, supervisors, subordinates and/or outside contacts.	<input type="checkbox"/>	<input type="checkbox"/>
	Comments:	
Job Knowledge: The extent to which an employee possesses the practical/technical knowledge required on the job.	<input type="checkbox"/>	<input type="checkbox"/>
	Comments:	

AREAS TO BE EVALUATED	MEETS EXPECTATION	NEEDS IMPROVEMENT
Judgment: The extent to which an employee demonstrates proper judgment and decision-making skills when necessary.	Comments:	
Productivity: The extent to which an employee produces a significant volume of work efficiently in a specified period of time.	Comments:	
Quality: The extent to which an employee's work is accurate, thorough, neat and complete.	Comments:	
Reliability: The extent to which an employee can be independent and relied upon regarding task completion and follow-up.	Comments:	
COMPLETE FOR MANAGERS/SUPERVISORS ONLY		
Management and Leadership Abilities: The extent to which a manager/supervisor demonstrates abilities to plan, coordinate, organize and control organizational resources as well as inspire and lead employees to accomplish work.	Comments:	
Safety Responsibility: The extent to which a manager/supervisor demonstrates knowledge and abilities to implement, enforce and role model proper safety procedures.	Comments:	

Signature of Evaluator _____ Date _____

Concurrence ___ Signature of Division Head _____ Date _____

Concurrence ___ Signature of Department Head _____ Date _____

Signature of Employee _____ Date _____

Employee Comments _____