

PROBATIONARY PERFORMANCE EVALUATION

yee Name:	Date of Hire:		
Manager Name: Position T		itle:	
Scale:			
Outstanding	Greatly exceeds all requirements.		
Commendable	Very satisfactory. Performance exceeds majority of expected requirements.		
Average	Satisfactory. Performance meets most requirements.		
Fair	Performance needs improvements in some areas. Performance is at a minimal acceptance level.		
Poor	Unsatisfactory performance.		
Not Applicable	Not Applicable		
	APTITUDE	RATING	
	er Name: Scale: Outstanding Commendable Average Fair	Scale: Outstanding Greatly exceeds all requirements. Commendable Very satisfactory. Performance exceeds majority of e requirements. Average Satisfactory. Performance meets most requirements. Fair Performance needs improvements in some areas. Performance level. Poor Unsatisfactory performance. Not Applicable Not Applicable	

Training Requirements (if applicable):				
Additional Comments:				
Employee's Signature		Manager's Signature		
Human Resources Signature				
Human Resources Notes:				
<i>Note:</i> The Probationary Performance Evaluation needs to be completed no later than 6 months following the employee's date of hire. Managers should refer to the employee's job description when completing this form; the evaluation should focus on the employee's ability to perform the job duties listed in the job description.				