

EMPLOYEE PROBATIONARY REPORT

Name:		3 Months	
Department:		6 Months	
Date:		9 Months	
		12 Months	
UA	Unacceptable = Does not meet position expectations		
NI	Needs Improvement = Marginally meets position expectations		
A	Acceptable = Meets or exceeds position expectations.		
(Justification Required for Each Factor)			
1. Work Relationships (Relationship & communication with fellow workers, other agencies and public.)	Rating:		
	Comments:		
2. Work Ethic (Quality and quantity of output.)	Rating:		
	Comments:		
3. Dependability (Amount of supervision required to complete tasks.)	Rating:		
	Comments:		
4. Ability (Current knowledge or ability to learn job requirements.)	Rating:		
	Comments:		
5. Judgment (Ability to make correct decisions.)	Rating:		
	Comments:		
Employee Comments:			
Employee:	Evaluator:	Date:	
Recommendation:			
Approved			
Disapproved			
Extended			
Department Head:			