



PROBATIONARY EMPLOYEE REPORT

(Sections 125.130, 125.135, 125.140 of City Code)

3-month _____ 6-month _____ 9-month _____ 12-month _____

NAME: _____ POSITION: _____

DEPARTMENT: _____ DATE OF POSITION: _____

Certification(s) required: _____

Required by: _____

I. RATING OF EMPLOYEE: (Carefully evaluate each)

	Unsatisfactory	Satisfactory	Above Average
Quality of Work			
Quantity of Work			
Communications			
Work Conduct/Behavior			
Attendance			

II. Number of unexcused absences/tardies since last evaluation: _____

III. Number of preventable accidents since last evaluation: _____

IV. OVERALL EVALUATION: In comparison with other employees in the same or similar position.

Unsatisfactory	Substandard but making progress	Doing an avg. job	Definitely above avg.	Outstanding
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V. COMMENTS*: **Comments are required*

A. Areas of Strength:

B. Areas Needing Improvement/Any Recent Disciplinary Action:

VI. RECOMMENDATION:

A. Do you recommend that this probationary employee be continued as a regular employee? Yes _____ No _____

B. If no, should he or she be released? _____

Employee's Signature: _____ Rated by: _____

Date: _____ Date: _____

Supervisor's Signature: _____ Date: _____