

North Central State College

Performance Appraisal for Probationary Employees

This form is designed for supervisors to review the performance of new employees when they reach thirty, sixty, and ninety days of employment. It is important that appraisals of new employees occur as specified and are returned to the Human Resources Office (F-6) by the date indicated.

30 Days 60 Days 90 Days

Employee Name	Date of Hire	Evaluation Period		
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Absenteeism—Dates and Explanations:</td> <td style="width: 50%; padding: 5px;">Tardiness—Dates, Times, and Explanations:</td> </tr> </table>			Absenteeism —Dates and Explanations:	Tardiness —Dates, Times, and Explanations:
Absenteeism —Dates and Explanations:	Tardiness —Dates, Times, and Explanations:			
Is the quality of work performed by the employee satisfactory based upon the employee's experience on the job? <input type="checkbox"/> Yes <input type="checkbox"/> No Comments:				
Is the quantity of work performed by the employee satisfactory based upon the employee's experience on the job? <input type="checkbox"/> Yes <input type="checkbox"/> No Comments:				
Does the employee follow guidance and instruction ? <input type="checkbox"/> Yes <input type="checkbox"/> No Comments:				
Does the employee follow safety rules and common safety practices ? <input type="checkbox"/> Yes <input type="checkbox"/> No Comments:				
Employee's Comments:				

Employee's Signature **Date**

Supervisor's Recommendation Retain Employee Further Evaluation Release Employee

Supervisor's Signature **Date**

Approval of Higher Supervisor/Vice President **Date**

Return to Human Resources (F-6) By: _____