

Probationary Period Report

Employee's Name:		
Payroll Title/Classification:		
Department:		
Supervisor's Name:		
Date Hired:	Date Probationary Period is scheduled to end:	Date Probationary Period is scheduled to end, in case of extension:

Performance Evaluation

This performance review should occur prior to the completion of the probationary period and shall include an evaluation in writing.

- Employee has satisfactorily completed the Probationary Period and has been granted regular employee status effective _____.
(date)
- Employee was given written notification on _____ that the Probationary Period was extended for _____ months.
(date)

I certify that this evaluation review was conducted on _____.
(date)

(Supervisor's signature)

(Print Name)

I have received a copy of my evaluation.

(Employee's signature)

(Print Name)

After performance evaluation review has been completed, retain this form in the employee's departmental personnel file.