



Pennsylvania State System of Higher Education
SUA PROBATIONARY EVALUATION FORM

TO:

FROM:

Director of Human Resources

SUBJECT: Probationary Employee Evaluation for _____

DATE:

The employee listed above is currently serving a twelve-month probationary period in your department. A probationary period is a preliminary period of employment for the purpose of determining the suitability of an individual for continued employment. Each supervisor is to meet regularly with probationary employees to provide on-the-job instruction, establish performance standards, commend good work, and discuss areas where work needs improvement.

SUA employees are to receive written employee evaluations regarding their performance in the third, sixth, ninth, and twelfth month of their probationary period. This employee will complete his/her _____ month probationary period. Use your discussions with this employee, along with your observations of the employee's work, as your basis for completion of the information below.

Review this information with the employee, obtain his/her signature, sign the rating as supervisor, and return it to Human Resources with a copy forwarded to the reviewing officer. Please keep a copy of the completed evaluation for your files.

Near the completion of the probationary period, you will complete a Performance Development Report (PDR) indicating whether the individual should become a regular member of the _____ university staff. The three Probationary Employee Evaluation forms are to be reviewed as a basis for this decision.

Feel free to contact Human Resources at extension _____ if you have questions about this evaluation process.

The employee's performance [] meets job standards [] falls below job standards for this time period.

Comments (continue on additional paper):

Areas in Need of Improvement:

Employee's Signature

Title

Date

Immediate Supervisor's Signature

Title

Date

Return completed original to Office of Human Resources for placement in the employee's personnel file and a copy to the reviewing officer and the employee.