

UNIVERSITY OF ILLINOIS
AT CHICAGO

PROBATIONARY PERIOD EVALUATION

Employee Name: _____ UIN: _____
 Classification: _____ Department: _____
 Date hired in this classification: _____ Last day of Probation: _____

Supervisor's Name: _____

It is recommended that employing units evaluate an employee's progress at the end of one (1) month, three (3) months, and five (5) months of employment (before the end of the probationary period), and at additional regular intervals for employees in 12-month probationary periods. (<http://www.uic.edu/depts/hr/quicklinks/hrforms>)

The probationary period is an integral part of the examination and hiring process for civil service support staff employees. It is used by the supervisor to observe and evaluate the employee's work to determine whether there is an effective adjustment of the new employee to the position and to determine whether an employee demonstrates the ability and qualifications necessary to perform the job.

Periodically, throughout the probationary period, the supervisor should discuss with the employee his/her progress on the job. This form should be utilized to evaluate work performance during an employee's probationary period. **Use the following scale:**

3 = Exceeds Standards 2 = Meets Standards 1 = Below Standards 0 = Unacceptable

ATTRIBUTE * For employees in a position with a twelve (12) month probationary period	1 Month * four (4) months	3 Months * eight (8) months	Final (end of 5 th Month) *(the end of the twelve month)
	DATE	DATE	DATE
QUANTITY OF WORK – The employee accomplishes assigned work of a specified quality within a specified time period.			
QUALITY OF WORK - The employee's work is well executed, thorough, effective, and accurate.			
KNOWLEDGE OF JOB - The employee knows and demonstrates how and why to do all phases of assigned work, given the employee's length of time in his/her current position.			
RELATIONS WITH SUPERVISOR – The manner in which the employee seeks counsel from supervisor on ways to improve performance and follows same.			
COOPERATION WITH OTHERS – The employee gets along with other individuals. Considers the employee's tact, courtesy, and effectiveness in dealing with co-workers, subordinates, supervisors and customers.			
ATTENDANCE AND RELIABILITY – The employee arrives on time and demonstrates consistent attendance; the extent to which the employee contacts supervisor on a timely basis when employee will be late or absent.			
INITIATIVE AND CREATIVITY – The employee is self-directed, resourceful and creative in meeting job objectives; consider how well the employee follows through on assignments and modifies or develops new ideas, methods or procedures to effectively meet changing circumstances.			
CAPACITY TO DEVELOP – The employee demonstrates the ability and willingness to accept new/more complex duties and responsibilities.			

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Evaluators should discuss results with the employee. Both the evaluator and the employee should sign the evaluation form at time of evaluations. The employee signature indicates that the employee received a copy of the evaluation. It does not necessarily signify employee concurrence. Both the employee and supervisor are encouraged to include written comments. Upon completion of the final evaluation, the evaluator should give a copy to the employee, retain a copy for the department file and the signed original form should be forwarded to: Academic Human Resources/Records, 715 South Wood St., Chicago, IL 60612 M/C 900

Employee Comments (Please include date; attach additional paper if necessary):

Evaluator Comments (Please include date; attach additional paper if necessary):

ONE MONTH _____ (Evaluator Signature and Date) _____ (Employee Signature and Date)
EVALUATION _____
or ***four (4) months**

THREE MONTH _____ (Evaluator Signature and Date) _____ (Employee Signature and Date)
EVALUATION _____
or ***eight (8) months**

FINAL _____ (Evaluator Signature and Date) _____ (Employee Signature and Date)
EVALUATION _____
or ***the end of the twelve month**

**TO BE COMPLETED AT LAST EVALUATION ONLY BEFORE END OF 6 or 12 MONTH
PROBATIONARY PERIOD**

- I recommend this probationary employee become permanent and continuous.
- I recommend this probationary employee be dismissed before the end of the probationary period and will submit the appropriate forms.
- Employee resigned before completion of probationary period. (It is important that Academic Human Resources/Records receive this form even if employee has resigned.)

Note: If the employee worked in another classification prior to being hired into this position, please contact Human Resources Employment at 996-4852 to determine employee's seniority rights and how to proceed.

Evaluator Signature

Date

UIC
Human Resources Department