

90- Day Trial Employment Evaluation for Support Staff (SSAACCC)

Employee Probationary Performance Appraisal

This appraisal provides a written record for the employee and his/her supervisor on the employee's job performance. Supervisors are urged to be honest in their evaluations for the benefit of the employee and for the accuracy of this appraisal record. This appraisal will be part of the employee's personnel file. Even the most highly regarded employee should be given comments for continued growth and development.

Name:	1 - Above
Title:	Expectation
Dont	2 - At
Dept:	Expectation
Supervisor:	3 - Below
Appraisal Period:	Expectation
Quality of Work	
Consider accuracy, thoroughness, & effectiveness.	
Quantity of Work	
Consider the amount of work completed on time.	
Flexibility	
Consider performance under pressure and handling of multiple	
assignments.	
Initiative	
Consider the extent to which the employee sets own constructive	
work practice and recommends and creates new procedures.	
Dependability	
Consider the extent to which the employee completes assignments on	
time and carries out instructions.	
Interpersonal Relations	
Consider the extent to which the employee is cooperative,	
considerate and tactful in dealing with supervisors, subordinates,	
peers, faculty, students and others.	

Supervisory Comments: Comment on the employsome improvement could be achieved. Provide recomments and the employsome improvement could be achieved.	yee's overall strengths and areas in which commendations for continuing development.
Supervisor's Signature	Date
Senior Staff Signature	Date

Staff Mambar Comments: This section should be used to comment in support of or in
Staff Member Comments: This section should be used to comment in support of or in disagreement with appraisals and observations recorded on this form.
Staff Member: Sign and date below before returning to supervisor.
Supervisor: Return to Human Resources