90– Day Trial Employment Evaluation for Support Staff (SSAACC)

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 Expectation |
| Title: _______________________________ | 2 - At Expectation     |
| Dept: _______________________________ | 3 - Below Expectation  |
| Supervisor: _________________________ |                       |
| Appraisal Period: _________________  |                       |

**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 employee's overall strengths and areas in which some improvement could be achieved. Provide recommendations for continuing development.

<table>
<thead>
<tr>
<th>Supervisor's Signature</th>
<th>Date</th>
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<tbody>
<tr>
<td>Senior Staff Signature</td>
<td>Date</td>
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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