

**Classified/Technical/ Confidential Staff
30 Day Probationary Assessment**

Name:		Title:	
Unit:		Supervisor:	
Period Starting		Period Ending	

The supervisor and employee are to meet at the end of the first month of the probationary period, to review the duties and responsibilities of the position to move toward full performance.

If necessary, a plan will be developed to address any gaps in skills and/or performance.

Supervisor: Please provide detailed responses to the questions below.

- Has the PD been reviewed and signed by you and your employee?
- Have you provided the appropriate tools, information, and trainings?
- Are you readily available for questions or concerns?
- Are there areas that you feel need additional training?
- What areas has the employee displayed proficiency?
- Have you explained the unit's attendance expectations (ie: work hours, vacation requests, absences both planned & unplanned)

Employee: Please provide detailed responses to the questions below.

- Do you have question on your duties and responsibilities? Are there areas that you struggle with?
- Have you been provided the appropriate tools, information, and trainings?
- Is your supervisor readily available for questions or concerns?
- What areas do you feel you displayed proficiency?
- Has your supervisor coved attendance expectations?

Plan to address gaps and/or performance (if necessary)

Supervisor's Signature _____ Date _____

My signature indicates that this review has been discussed with me, and does not necessarily signify agreement. (Employee may attach additional comments.)

Employee's Signature _____

Date _____