Classified/ Confidential Staff 90 Day Probationary Assessment

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Name:	Title:
Unit:	Supervisor:
Period Starting	Period Ending
The supervisor and employee are to meet in the third month of the probationary period. The employee's performance is to be discussed with an emphasis on any areas of deficiency that might prevent completion of the probationary period. The review will be placed satisfactory in the employee's personnel file. 1. Describe areas of satisfactory job performance:	
Identify areas of unsatisfactory job performance completion of the probationary period:	which, if not corrected, will prevent satisfactory
3. Describe specific changes necessary for employ	ree to achieve satisfactory job performance, if any:
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.)	

Date _____

Employee's Signature