

Classified/Technical/ Confidential Staff Completion of 90 Day Probationary Period

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

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

- Move to ongoing employment
- Employment terminated (move to Employee Exit Checklist)

Supervisor: Please provide detailed responses to the questions below.

- Have you provided the appropriate tools, information, and training?
- Have you scheduled monthly (at least) “check in” meetings?
- What goals do you have for the next 12 months

Employee: Please provide detailed responses to the questions below.

- Do you have questions on your duties and responsibilities?
 - Are there areas that you struggle with?
- Have you been provided the appropriate tools, information, and training?
- What goals do you have for the next 12 months?

Identified Goals for the next 12 months (reviewed at annual evaluation)

Supervisor's Signature _____ Date _____

Employee's Signature _____ Date _____