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

<table>
<thead>
<tr>
<th>Name:</th>
<th>Title:</th>
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<tbody>
<tr>
<td>Unit:</td>
<td>Supervisor:</td>
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<tr>
<td>Period Starting</td>
<td>Period Ending</td>
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</tbody>
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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 ______________