Probationary Employee Quarterly Evaluation Form

(non-law enforcement)

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Name: |  | Personnel No. |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Title: |  | Department: |  |

|  |  |
| --- | --- |
| Hire date: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Review Period from: |  | To: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Category | Excellent | Good | Fair | Unsatisfactory | Comments |
| Work Quality |  |  |  |  |  |
| Dependability |  |  |  |  |  |
| Initiative |  |  |  |  |  |
| Flexibility |  |  |  |  |  |
| Skill Building |  |  |  |  |  |
| Job Knowledge |  |  |  |  |  |
| Punctuality |  |  |  |  |  |

General Comments on Performance:

Goals for the next quarter:

|  |  |  |  |
| --- | --- | --- | --- |
| Date: |  | Reviewed by: |  |

|  |  |
| --- | --- |
| Employee Signature: |  |

# Employee signature only indicates receipt of quarterly review and is not necessarily

*in agreement.*