Probationary Employee Quarterly Evaluation Form

(non-law enforcement)

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| --- | --- | --- | --- |
| 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.*