
CONFIDENTIAL

UNIVERSITY OF NORTH CAROLINA AT WILMINGTON

EMPLOYEE PERFORMANCE MANAGEMENT PROGRAM

Evaluation Form for SPA Probationary Status Employees

This form is to be used to summarize and evaluate the performance of University (SPA) staff employees on probationary status. A probationary employee performance appraisal **MUST** be completed at 45 and 90 days from initial appointment. Based on the appraisal, the probationary period may be extended on a month-to-month basis not to exceed nine months. From this evaluation, permanent status may be requested after 90 days of continuous employment. For additional information, contact Human Resources.

Employee Name:

Date of Hire:

Job Title:

Division/Dept:

Position No:

Supervisor:

Period Covered: **45 Days**

DUE:

PROBATIONARY EMPLOYEE PERFORMANCE REVIEW

JOB PERFORMANCE FACTORS, A through G:

Please circle rating that applies.

- A. KNOWLEDGE OF WORK** The extent to which the employee is able to grasp that which is expected of any employee assigned to the job.
- U** Knows very little about the job. Unable to grasp most elementary job factors.
BG Can perform some tasks satisfactorily; other tasks do not meet job standards.
G Satisfactory knowledge of all aspects of work assignments.
VG Knowledge of work greater than expected of most employees at this point of appraisal.
O Complete knowledge of work, including inter-relationships with other jobs in unit.

Comments that justify rating:

A. RATING

- B. QUALITY OF WORK -** The extent to which the employee accurately completes assignments.
- U** Almost always makes errors; has very low accuracy, constantly makes mistakes.
BG Quite often makes mistakes and errors.
G Makes some mistakes and errors but equals job standards.
VG Makes very few errors or mistakes; has high accuracy.
O Almost never makes errors; has exceptional accuracy.

Comments that justify rating:

B. RATING

- C. QUANTITY OF WORK --** The extent to which the employee produces a volume of work consistent with established standards for the job.
- U** Almost never meets standards.
BG Most often does not meet standards.
G Volume of work is satisfactory. Equals standards
VG Most often produces more than required.
O Almost always exceeds standards; exceptionally productive.

Comments that justify rating:

C. RATING

JOB PERFORMANCE FACTORS, Continued:

D. USE OF WORK TIME - The extent to which the employee uses time to effectively and efficiently accomplish job tasks.

- U** Most of the time wastes time.
- BG** Frequently wastes time.
- G** Makes adequate use of time.
- VG** Utilizes time wisely.
- O** Exceptionally effective in use of time.

Comments that justify rating:

| |
|-------------------|
| D. RATING: |
|-------------------|

E. INTERACTION WITH CO-WORKERS The extent to which the employee establishes and maintains good relations with co-workers.

- U** Does not get along well with co-workers most of the time.
- BG** Has difficulty in getting along with co-workers.
- G** Gets along with co-workers; average human relations skills.
- VG** Above average skills in human relations.
- O** Excellent skills in human relations.

Comments that justify rating:

| |
|-------------------|
| E. RATING: |
|-------------------|

SECTIONS F AND G MUST BE COMPLETED:

F. Other (specify) _____

- U** Does not meet job standards.
- BG** Partially meets job standards.
- G** Meets job standards.
- VG** Exceeds job standards most of time.
- O** Consistently exceeds job standards.

Comments that justify rating:

F. RATING

JOB PERFORMANCE FACTORS, Continued:

SECTIONS F AND G MUST BE COMPLETED:

G. OTHER (specify): _____

- U** Does not meet job standards.
- BG** Partially meets job standards
- G** Meets job standards.
- VG** Exceeds job standards most of time.
- O** Consistently exceeds job standards.

Comments that justify rating:

G. RATING:

Use this space to record any additional comments relative to job performance.

H. NARRATIVE COMMENTS

I. OVERALL PERFORMANCE REVIEW:

Please rate the employee based on the overall average of their performance during the rating period.

- Unsatisfactory** Does not meet standards.
- Below Good** Partially meets job standards.
- Good** Meets job standards.
- Very Good** Exceeds job standards most of time.
- Outstanding** Consistently exceeds job standards.

I. OVERALL RATING:

J. THE FOLLOWING ACTION IS RECOMMENDED:

1. _____ Probationary period should be continued for the next 45 days (only if first review).
2. _____ Probation completed. Give permanent appointment. Attached is the Performance Plan HR6.30 (workplan).
3. _____ *Extend the probationary period 30 more days, beyond initial 90 days. (Must be assigned in 30 day increments not to exceed 9 months.)
4. _____ *Terminate at this time. (Human Resources must approve termination prior to any official action to insure that policies have been adhered to.)

*Please explain reasons for this action below or attach additional documentation:

K. REQUIRED SIGNATURES:

SIGNED: _____ DATE: _____
Employee: Signature acknowledges discussion of evaluation; it does not denote agreement.

SIGNED: _____ DATE: _____
Evaluator: Employee's Supervisor – Name and Title

SIGNED: _____ DATE: _____
Reviewer: Supervisor's Manager – Name and Title

*NOTE: Signature indicates review of the evaluation form, it does not denote knowledge of the employee's assigned duties.

Please forward completed form to Human Resources.

PERFORMANCE REVIEW OF PROBATIONARY EMPLOYEES

INSTRUCTIONS

****Employees and supervisors PLEASE READ CAREFULLY****

The probationary period is an extremely important stage in the selection process of employees. Periodic work performance reviews should occur between the probationary employee and supervisor. The new employee should be informed as to how the supervisor interprets on the job performance. By the end of the probationary period, the supervisor should have confidence that the probationary employee meets performance standards, at the minimum, before making a recommendation to permanent appointment.

1. Performance reviews of probationary employees must be submitted to university Human Resources Department as follows:
 - a. At the end of 45 and 90 days from initial employment date.
 - b. If permanent employment not given at 90 days, reviews to be submitted every 30 days until permanent status given or until employee is separated. If permanent status is not granted within nine months, the employee must be separated.
 - c. At any time that employee is terminated involuntarily.
2. All probationary employees are to be rated on Job Performance Factors A thru E which includes; Knowledge of Work, Quality of Work, Quantity of Work, etc. Job Factors F and G are left blank to allow the supervisor the opportunity to include two factors that are particularly important to satisfactory job performance. Make certain the factors are job related, for example; "Use and care of equipment" would be job related for an Equipment Operator. **SECTIONS F AND G MUST BE COMPLETED.** Further information and suggested performance factors are included in the Employee Performance Management Program guidebook. Human Resources should be contacted for a copy.
3. The definition of the rating of each performance factor that best describes actual job performance is selected by the supervisor. The rating should be placed in the space available in the column to the right of each performance factor.
4. The "Comments that Justify Rating" area, must be completed to support the rating given. Expansion of justifications as well as writing any other narrative which would be beneficial to performance explanations may be made in the Narrative Comments, Section H.
5. On the job performance must be discussed with the employee. The form should be reviewed and the employees' signature obtained.
6. In conjunction with the Probationary Performance Appraisal requesting permanent status be granted, the supervisor **MUST** prepare, complete and submit the **PERFORMANCE PLAN**, Form HR 6.30. This will insure the new employee is aware of the supervisor's expectations for the coming review period. This is a very important part of the overall performance appraisal system. **REMEMBER TO SUBMIT THE PERFORMANCE (WORK) PLAN WITH THE FINAL PROBATIONARY EVALUATION.** For additional information please contact Human Resources.

Special Note: When using this form to evaluate a temporary, we suggest you follow the appropriate guidelines outlined above.