

Note: You can type directly into this form and then print it. Move your mouse over a blank, and then it will change to a cursor.

## College Probationary Period Performance Appraisal Form

Employment Date \_\_\_\_\_

Probationary Period Ends \_\_\_\_\_ Title \_\_\_\_\_

Prior to the above-named employee's 90<sup>th</sup> calendar day of active service with Centenary College, we are requesting that you complete the appraisal form. The content of the performance appraisal should be generally discussed with the employee before it is returned to the Finance and Administration Office for inclusion in his/her permanent record. In the event that the employee has already been terminated, please complete this form if possible and provide a statement of the reason for termination under appraiser's comments.

Instructions: Listed below are statements of performance which may have been observed. If you have observed such performance by this employee, please check the appropriate response:

	Never	Sometimes	Usually	Always
1. Arrives at work on time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Produces work that looks truly "professional."	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Does extra work above and beyond supervisor's specific requests.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Maintains a calm and service-oriented approach with people.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Goes out of his/her way to learn new tasks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Admits mistakes when they occur and takes constructive criticism properly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Has made substantial progress in learning assigned duties.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Exhibits a constructive and healthy attitude toward his/her work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Demonstrates sufficient technical or job knowledge to continue on the job.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Please indicate your degree of satisfaction with the employee's performance to date:

- |  |   |
|--|---|
| <input type="checkbox"/> Extraordinary, great potential        | <input type="checkbox"/> Below average, some reservations |
| <input type="checkbox"/> Above average, no reservation         | <input type="checkbox"/> Unacceptable performance         |
| <input type="checkbox"/> Acceptable and anticipate improvement |   |

### I have discussed this with the employee. He/she will be:

- ☐ Retained in the position
- ☐ Terminated effective \_\_\_\_\_ Reason \_\_\_\_\_

### Additional Remarks:

\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return to the Finance and Administration Office.