



Probationary Employee Appraisal Form

Revised 8/2011

INSTRUCTIONS: Use this form to provide feedback to the probationary employee during their 180-day probationary period. The Probationary period is a part of the selection process. Its purpose is to determine that the probationary employee's performance, ability, willingness and dependability merit continuation of University employment. It is your responsibility to notify an employee when his or her performance is below acceptable standards. You should counsel the employee as to the actions required to improve performance to an acceptable standard.

Check One: ☐ 45-Day Review ☐ 90-Day Review ☐ 135-Day Review ☐ _____

Name

Title

Department

Appraised By

Date of Appraisal

Date of initial employment with The University of Texas at Austin: _____

The employee will complete his/her first 180 days of employment on: _____

Evaluate the employee's progress to date:

Employee is making satisfactory progress ☐

Employee is not making satisfactory progress ☐

If the employee is making satisfactory progress, you should use space below to make recommendation for aiding the employee in continuing his/her progress on the job. If the employee is not making satisfactory progress, indicate nature of problem, dates of counseling, and remedial action taken. Indicate any training programs in which employee failed to meet requirements. Attach additional sheets for comments if necessary. Consider all of the expectations for the position.

Many jobs are positions of Special Trust since the employees filling them have access to Category-I data. For more info on Special Trust and/or Category I data go to <http://www.utexas.edu/vp/it/policies/uts165/specialtrust.php>.

The position for which this appraisal is being completed ☐ *is* or ☐ *is not a position of Special Trust.*

If this is a position of Special Trust, compliance procedures call for the completion of a new form each year. As part of this annual appraisal process, all Special Trust employees should log on to <http://www.utexas.edu/vp/it/policies/uts165/specialtrust.php> and complete a new form. Questions should be directed to the Chief Information Security Officer.

Supervisor's signature

Date

Employee signature

Date

Printed Name and Title

Printed Name and Title

RETAIN ORIGINAL IN THE EMPLOYEE FILE