
Employee Comments:

3.

Employee Comments:

5. Are there any significant parts of the job description which the employee has not yet had the opportunity to perform? If yes, explain, and describe what steps, if any, will be taken to ensure the employee has a proper opportunity to attempt all significant job elements prior to the end of the probationary period.

Supervisor Comments:

Employee Comments:

6. Are there any concerns with the employee's suitability for the position, including but not limited to attitude; compatibility with co-workers and/or clients; ability to follow directions; demonstrated



Employee Comments:

7. List any concerns or issues (not already covered above) which might disrupt or prevent satisfactory completion of the probationary period. Where concerns have been identified, please summarize how these will be addressed during the remaining period of probation.

Supervisor Comments:

Employee Comments:

8. As the supervisor, indicate which best describes where the employee is currently at (circle one):
 - a. Performance satisfactory, should successfully complete probation if performance/suitability level is maintained
 - b. Performance/suitability in question, improvements required, satisfactory completion uncertain at this time.
 - c. Performance/suitability not acceptable, immediate improvements required to avoid termination

Supervisor Comments:

Employee Comments:

Supervisor (signature) _____ Name: _____
Date: _____

Employee (signature) _____ Name: _____
Date: _____

After supervisor and employee have both signed this form, one copy of the review form should be made, and distribution made as follows:

- Original retained by supervisor
- Copy to employee