

PROBATIONARY ASSESSMENT

Employee Name: <input type="text"/>	University ID: <input type="text"/>
Position Title: <input type="text"/>	
Unit/School: <input type="text"/>	Department: <input type="text"/>
Appraisal Type: Probationary <input type="checkbox"/> Reappraisal <input type="checkbox"/>	Evaluation Period: From <input type="text"/> To <input type="text"/> <small>Month/Year Month/Year</small>

- Employee Has Successfully Completed Probation
- Employee Has Not Successfully Completed Probation (Explain Below)
- Employee's Probation Period is Being Extended (Explain Below)

Extended Date: / /
mm dd yy

Reason Probation is Being Extended or Deemed Unsuccessful:

Supervisor's Name and Title:

Supervisor's Signature: _____

Date: / /
mm dd yy

Department Head's Name and Title:

Department Head's Signature: _____

Date: / /
mm dd yy

Employee's Signature: _____

Date: / /
mm dd yy

HR Representative's Signature: _____

Date: / /
mm dd yy