



HSU ID

Report of Performance for Probationary Support Staff Confidential Employee

Return to Human Resources before

First Second Final Other From to

Table with 4 columns: Employee Full Name, Position, Division/Department, Date of Appointment

Main performance evaluation table with columns for Not Satisfactory, Satisfactory, Above Satisfactory, and Not Rated, and rows for various job factors.

SECTION B: Record Job STRENGTHS and superior performance incidents. Must be completed if rating is above satisfactory.

SECTION C: Record specific work performance DEFICIENCIES or job behavior requiring improvement or correction. Must be completed if rating is unsatisfactory.

SECTION D: Record specific GOALS or IMPROVEMENT PROGRAMS to be undertaken during the next evaluation period.

SECTION E: Do you recommend retention or termination at this time? Includes Retention and Termination options.

SECTION F: The last position description on file in this office is dated: Includes question about accuracy of position description.

SECTION G: Overall Performance Rating with options: Not Satisfactory, Satisfactory, Above Satisfactory

Signature table for Rater and Appropriate Administrator, including Name, Title, Signature, and Date fields.

Employee: I certify this report has been discussed with me. I understand my signature does not necessarily indicate agreement. Comments

Once complete, please make a copy for your records and the employee before sending the original to Human Resources.