# Classified Employee Probationary Report

<table>
<thead>
<tr>
<th>Name of Employee</th>
<th>Probation Start Date</th>
<th>Probation End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>UDDS</td>
<td></td>
<td>PersonID</td>
</tr>
</tbody>
</table>

Check type of probation: 
_____Original  
_____promotional  
_____permissive

Training and performance expectations should be discussed with the employee during the first month and on a regular basis thereafter.

<table>
<thead>
<tr>
<th>Performance Expectations</th>
<th>Performance Achieved *(See Below)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Midterm Report</td>
</tr>
<tr>
<td></td>
<td>MTS</td>
</tr>
</tbody>
</table>

*MTS=More than satisfactory; S=Satisfactory; NI=Need improvement; NS=Not satisfactory

Comments concerning performance achieved should be written on the back of this form or on a separate sheet.

**Final Action:**

Probation Successful _____ If you plan to terminate a probationary employee contact the HR representative (appointing authority) one month prior to final action!

Employee Terminated _____

**Approvals**

- Supervisor: __________________________ Date________________
- Department Chair (or Unit Director): __________________________ Date________________
- College or Division (Appointing Authority): __________________________ Date________________

This evaluation has been discussed with me.

Employee’s Signature: __________________________ Date________________

Copy of completed report must be sent to the college or division for submittal to the Classified Human Resources Office.