

University of Wisconsin-Madison
Classified Employee Probationary Report

Name of Employee _____

Probation Start Date _____

Probation End Date _____

UDDS _____

Classification _____

PersonID _____

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.

Performance Expectations _____

Performance Achieved *(See Below)

Midterm Report Final Report

MTS	S	NI	MTS	S	NS

*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