

Probationary Period Evaluation Form
For Contract Classified and Classified Non-Union Employees

Provide ongoing and frequent feedback, written guidelines and clarification of expectations.

When an employee's performance needs improvement, document the issues and attach to the probationary period evaluation.

If performance/behavioral issues occur anytime during the probationary period process, contact the UW Facilities HR Specialist immediately for assistance.

As a reminder, once the employee has reached the **six month** mark, they become a regular status employee and are no longer covered under the probationary period guidelines.

Employee Name: _____

Job Title: _____ Shop #/Area: _____

Hire Date: ____ / ____ / ____ Immediate Supervisor: _____

Two Month Performance Evaluation

_____ The employee has satisfactorily performed the duties of the position to date.

_____ The employee has unsatisfactorily performed the duties of the position however, I recommend that they be given additional time to improve their performance which will be closely monitored and reviewed. Documentation is attached.

I have discussed the performance evaluation with the employee.

Supervisor's Signature: _____ **Date:** _____

Employee's Signature: _____ **Date:** _____

Five Month Performance Evaluation

_____ The employee has satisfactorily performed the duties of the position to date.

_____ The performance of this employee has not been satisfactory, and I will recommend that the employee be dismissed. Documentation is attached.

I have discussed the performance evaluation with the employee.

Supervisor's Signature: _____ **Date:** _____

Employee's Signature: _____ **Date:** _____

cc: Manager
Employee
Supervisor File

Review Onboarding Checklist

Please review these items with your employee at the two-month review to make sure everything has been completed and answer any questions the new employee may have.

- New Employee Handbook - signed receipt page to be placed in employee's departmental file
- Job description, job duties, performance expectations and performance review criteria
- Departmental safety orientation and safety plan
- Emergency Evacuation and Operations Plan (EEOP) manual location & procedure
- Essential services including inclement weather/suspended operations procedures/policies

Verify the employee has registered for training or completed the following items

- UW Employee Orientation _____ date
- UW Employee Benefits Orientation _____ date
- Prevention of Sexual Harassment Training _____ date
- Violence Prevention & Response Training _____ date
- Reporting Child Abuse or Neglect Training _____ date
- Request for Approval of Outside Work Form _____ date
- Introduction to UW Facilities & Lean _____ date
- On your first day of work, access Workday <https://isc.uw.edu/>
 - * Check email for actions you may need to take (**Inbox Button**)
 - * Set up direct deposit (**Pay Button**)
 - * Enter your contact, work, and emergency information (**Personal Information Button**)
 - * Publish your information in the UW Directory <https://identity.uw.edu/>