

Trial Service 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 trial service period evaluation.

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

As a reminder, once the employee has completed the **six month** mark, they are no longer covered under the trial service 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:** _____

Four 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