



Tuskegee University

Founded by Booker T. Washington

Probationary Performance Evaluation

Employee Last Name: _____ Employee First Name: _____

Employee ID Number: _____ Employee Start Date: _____

Job Title: _____ Department: _____

Supervisor (Individual completing this evaluation): _____

ACTION TO BE TAKEN:

Meets performance standards and continuation is recommended. List goals and/or areas of growth recommended: **Attach additional documentation if more space is needed.*

Needs improvement and continuation is recommendation. This rating describes performance in which improvement in one or more areas is required to meet performance standards. Please describe the areas of required improvement below and review these issues with the new employee:

Continuation of employment beyond 90 days is not recommended. Supervisor must contact Human Resources prior to discussing evaluation with the employee.

ACKNOWLEDGEMENT AND SIGNATURES:

Submitted to Employee for Review **Type name on signature line/date and email form to employee if not reviewing in person.*

Supervisor Signature

Date

Reviewed by Employee **Type name on signature line/date and email form to supervisor if not reviewing in person.*

Employee Signature

Date

ROUTING INSTRUCTIONS:

Employee- Save this document for your personal files/review and return it to your supervisor via email as an attachment.

Supervisor- Email this form to Daphne Charley (dcharley@tuskegee.edu) in Human Resources (form must be sent as a clear/legible email attachment).