



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

Supervisor Signature

Date

Reviewed by Employee

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 completed and signed form to Human Resources at HR@tuskegee.edu . Please note that this form must be a legible email attachment).