# University of New Haven

## Probationary Review Form (Non-Exempt Employees)

| Employee Name | Department | Direct Supervisor |
|---|---|---|
|  |  |  |
| **Department Manager** | **Date of Hire / Transfer Date** | **Probationary Period End Date** |
|  |  |  |

| Review Period | Attendance | Punctuality | Reliability/ Productivity | Adaptability | Ability/Progress On Goals (if applicable) | Attitude | Supervisor & Manager Comments & Approval |
|---|---|---|---|---|---|---|---|
| 1st Period Ending (one month from start date) |  |  |  |  |  |  |  |
| 2nd Period Ending (3 months from start date) |  |  |  |  |  |  |  |
| 3rd Period Ending (6 months from start date and final month of probation) |  |  |  |  |  |  |  |

| Performance Criteria | Comment |
|---|---|
| Attendance | If the employee was absent, provide number of instances, and days absent. |
| Punctuality | Did the employee report to work on time? Were breaks and/or lunches limited to the allocated period of time? |
| Reliability/Productivity | Does the employee perform the assignments, carry out instructions, and perform the required work during the day? |
| Adaptability | How does the employee adjust to the different requirements of the job? |
| Ability/Progress on Goals | How well does the employee perform the job? Is there progress on established goals? |
| Attitude | How does the employee get along with co-workers, customers, and supervisors? |

Supervisors and/or managers responsibilities regarding this process:

- Complete the form as indicated and review with applicable management:
  - Review form and progress with new employee.
  - Address any performance issues and/or failures.
  - Document discussion with employee.
- At the end of each review period, the manager/supervisor must assess if the employee is meeting the desired standards of performance.  If the desired standard of performance has not been met, additional documentation and the manager's recommendation for appropriate action should be provided to Human Resources.  The supervisor is responsible for providing the employee with consistent and productive feedback regarding performance on the job.
- At the conclusion of the probationary period, this form should be returned to Human Resources for inclusion in the employee's file.