



Human Resources Division

Employment Office
7 East 12th Street, 1st Floor
New York, NY 10003-4475

Probationary Review Form

Employee Name: _____ Date of Employment: _____

Job Title: _____ Code/Grade: _____

School/Division: _____ Department/Section: _____

Employee's Supervisor: _____ Probation period expires on: _____

Based on an evaluation of the above-named employee's job performance during the probationary period, the following action is being taken:

- ☐ The employee has satisfactorily passed the probationary period and is being retained as a regular staff member:
1. Complete items 1 through 3 on this form.
 2. Human Resources Representative and supervisor must review and sign.
 3. Review with Employee.
 4. Have Employee complete item number 4.
- ☐ The employee did not satisfactorily complete the probationary period and will be separated on _____.
1. Sign on 2nd page and return to the Employment Office.
 2. Complete Supervisor's Report on Separation (separate form).

Performance Evaluation

1. Briefly evaluate employee's job performance and progress during the probationary period, (e.g. knowledge of job duties, quantity and quality of work, dependability, cooperativeness, initiative).

2. Have attendance and punctuality been satisfactory? If not, please give specifics and comment on steps taken to correct the situation.

3. Comments and recommendations (e.g. goals for improvement, potential).

4. Employee's Comments:

Supervisor's Signature

Date

Extension

Human Resources Representative's
Signature

Date

Extension

Employee's Signature

Date

Extension

The probationary review must be discussed with and shown to the employee. The employee's signature acknowledges such discussion. Please return completed form to your Employment Specialist in the Employment Office, 7 East 12th Street, 1st floor.