

## 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. Supervisor and Employee review/discuss evaluation
  3. Have Employee complete item number 4
  4. Supervisor and Employee Sign
  5. Supervisor send form to Human Resources Officer for review and sign off
- The employee did not satisfactorily complete the probationary period and will be separated on \_\_\_\_\_.
1. Sign on 2<sup>nd</sup> page and return to Human Resources Officer for review and sign off
  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

\_\_\_\_\_  
Phone extension

\_\_\_\_\_  
Human Resources Officer's  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone extension

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone 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 NYU PeopleLink, 105 East 17th St., 1st Floor.**