



**APPENDIX P**  
**Probationary Employee Report – new employees**

Employee: \_\_\_\_\_ Hire Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Department: \_\_\_\_\_

|    |  |     |    |
|----|--|-----|----|
| 1. | Job Knowledge: demonstrates acceptable level of job knowledge                                  | YES | NO |
| 2. | Quality of work: meets standards with minimal errors   | YES | NO |
| 3. | Dependability: meets deadlines and follows through on assigned tasks                           | YES | NO |
| 4. | Initiative: self-starter, finds solutions, seeks opportunities                                 | YES | NO |
| 5. | Conduct: respectful, trustworthy, maintains confidentiality, stays positive                    | YES | NO |
| 6. | Teamwork: gets along with co-workers, collaborates well with others                            | YES | NO |
| 7. | Attendance: Are there any concerns about the employee's attendance?<br>If yes, please explain. | YES | NO |
| 7. | Safety: understands and abides by safety expectations  | YES | NO |
| 9. | Do you recommend this employee's employment to be continued?                                   | YES | NO |
| 10 | Other Comments:<br>.   |     |    |

\_\_\_\_\_  
Supervisor's Signature:

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Director's Signature:

\_\_\_\_\_  
Date: