

**University of Arkansas at Little Rock
Classified Employee Probational Employment Evaluation**

Employee Name	Title
Department	Telephone
Date Hired	Date Probational Employment Expires

This evaluation form is to be completed and returned to the Office of Human Resource Services on completion of the three-month probational employment period. If this form is not completed and returned, this employee will be granted permanent employment status.

	Outstanding	More than Satisfactory	Satisfactory	Less than Satisfactory	Unacceptable
Application of Skills and Knowledge					
Quality of Work					
Productivity					
Cooperation					
Dependability					
Ability to Supervise (Supervisory employees only)					

Consistent with the above evaluation, this employee (check one):

<input type="checkbox"/>	Has completed probational employment
<input type="checkbox"/>	Probational employment is to be extended to (date):
<input type="checkbox"/>	Will be terminated on (date):

Remarks:

Supervisor Signature	Date
Department Head Signature:	Date
Employee Signature:	Date

Application of Skills and Knowledge:

Consider to date, how well the employee's skills and know-how measure up to the requirements of the position. Is the employee good at adapting and applying skill and knowledge to the work situation?

Quality of Work:

Consider the amount of care and attention to detail the employee shows in his/her work. Is the employee thorough? Does the employee avoid mistakes?

Productivity:

Consider the amount of work that this employee does. Does the employee organize duties well and work rapidly? Is the employee industrious? Does the employee stick to the job and avoid non-productive conversations?

Cooperation:

Consider the employee's interest in the work and dedication to the position, department and the University. Is the employee willing to assume extra work when necessary? Is the employee cooperative and successful in dealing with others?

Dependability:

Consider the employee's attendance, punctuality and reliability in following instructions. Is the employee frequently late or frequently absent? Does the employee need constant supervision? Can the employee be depended upon to follow procedure of the department and the University? Does the employee finish work on time?

Ability to Supervise (Supervisory Employees Only):

Consider the employee's ability to direct the work activities of subordinate employees. Does the employee select the right people and the right number of people for the job to be done? Is the employee inclined to do too much of the detailed work? Is the employee fair and impartial with respect to treatment of subordinates? Has the employee gained the respect of subordinates?