

University of California Agriculture and Natural Resources

EMPLOYEE PROBATIONARY PERIOD REPORT

Employee Name _____ Date Probation Began _____

Payroll Title _____ Date Probation Ends _____

Supervisor Name & Title _____

Department _____ Supervisor's Phone _____

MID-POINT EVALUATION

Instructions: Supervisor must check the appropriate box and discusses the action with the employee.

EVALUATION SATISFACTORY. The employee has performed satisfactorily thus far during the probationary period. This denotes the employee's current level of performance and does not constitute attainment of regular status. (A written evaluation memorandum describing the performance of each task or function of the position needs to be attached).

EVALUATION UNSATISFACTORY. The employee's performance or general suitability for University employment is unsatisfactory thus far during the probationary period. (A written evaluation memorandum describing the non-performance of each task or function of the position needs to be attached).

Mid-Point Summary

Supervisor's Signature

Date

FINAL EVALUATION

Instructions: Supervisor must check the appropriate box and discusses with the employee.

ATTAINMENT OF REGULAR STATUS. The employee has satisfactorily completed the probationary period and attained regular employee status on (date)

CHANGE END DATE. The end of the probationary period has been changed from (date) to (date)
The reason for the extension is:

Final Evaluation Summary

RELEASE FROM EMPLOYMENT. The employee is released from employment and has received written notification of date of release and reason therefore (date)

ELR Representative Approval Signature

Date

Supervisor's Signature

Date

Employee's Signature

Date

Copies: ANR Human Resources, department personnel file, employee