

THE UNIVERSITY OF RHODE ISLAND

NON-CLASSIFIED FINAL PROBATIONARY PERFORMANCE EVALUATION REPORT

Employee Name _____

Title _____

Department _____

Supervisor _____

Effective Date _____

Evaluation Date _____

INSTRUCTIONS:

The purpose of an evaluation is to review employee's performance in view of their particular job function in an effort to advise the employee on how their performance rates relative to the expectations of the supervisor and to indicate areas of improvement for the future.

Please be complete when commenting on the evaluation factors that follow. Use specific examples as much as possible to support your observations. If any of the factors do not apply to the job being evaluated, please indicate "n/a" following the description.

Please call Donte Brame x4-5866 with any questions.

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Support comments with specific examples. Indicate any areas requiring further improvement and document action plan and responsibility.

EFFECT

To what degree are the objectives set forth in the employee's job description being met, given the restrictions of time and available resources?

RELIABILITY

Can the employee be counted on for regular and prompt attendance, and for the completion of work assignments within a reasonable period of time?

EFFORT

How conscientious and diligent is the employee in attempting to carry out the duties of their position?

ADAPTABILITY

Does the employee acquire such new skills and methods as required by redefinition of their job, restructuring of the organization or personnel changes in the hierarchy of the organization?

COMMUNICATION

Does employee keep abreast of significant developments in the department, and keep their supervisor informed when necessary?

CREATIVITY

Is the employee imaginative, original and innovative in carrying out their assigned responsibilities, as well as suggesting organizational objectives and concerns and ways of dealing with them?

INITIATIVE

Is the employee "pro-active" rather than merely "reactive?" Does the employee perform tasks they know needs to be done without waiting for specific orders or instructions from their supervisor?

GROWTH

Does the employee sharpen and add to the skills and knowledge required of persons in their field?

INTELLECTUAL INDEPENDENCE

Is the employee willing to challenge the assumptions, perceptions, beliefs and conclusions held by others in the organization--and especially his/her supervisor's--when they think it is productive to do so?

INTERPERSONAL RELATIONS

Is the employee cooperative, considerate and tactful in their dealings with superiors, peers, subordinates, and students and the public?

MANAGERIAL SKILLS

Is the employee expense and cost-conscious?

How well does the employee plan and conduct meetings?

How well does the employee delegate?

What level of interest and action has the employee taken in the development of subordinates?

**GENERAL COMMENTS AND SUGGESTIONS FOR IMPROVEMENT, INCLUDING
ASSIGNMENT OF PERSONNEL AND OTHER RESOURCES FOR ACTION?**

Employee has successfully completed their probationary period and I recommend that they be retained.

Supervisor's Signature

Date

Title

Reviewed and concurred by:

Dean/Director (If different from above

Vice President/Provost

Name (Signature)

Name (Signature)

Title

Date

Date

Employee has not met expectations during their probationary period. I do not recommend that they be retained.

Supervisor's Signature

Title

Date

Reviewed and concurred by:

Dean/Director (If different from above)

Vice President/Provost

Name (Signature)

Name (Signature)

Title

Date

Date

Employee Signature

Date

Signature does not necessarily indicate agreement with evaluation.

Approved:

Michael Fitzpatrick Jr.

Director, Labor and Employee Relations

_____ Date

COMMENTS:

Original to Office of Human Resources

Copies to Employee and Supervisor