



THE EARLY WEEKS OF PROBATION – SUPERVISOR CHECKLIST

First impressions count. Set work standards for the employee based on the assigned duties and your expectations.

Check this list frequently. You must submit this checklist to HR upon the conclusion of your employee's 6 month probationary period.

_____ 1. From time to time, I give the employee feedback on how he/she is doing. I keep a written record of my and his/her comments for future reference.

_____ 2. I have provided the employee an official position description and regularly review performance expectations with the employee.

_____ 3. Does the employee appear to be behind schedule in achieving his/her goals?

_____ 4. For the employee falling behind, did I take time to discuss his/her problems and help him/her get back on track?

_____ 5. The employee has acquired official information about sick leave policy and procedures; he or she has learned the procedure for calling in sick to the proper person at the proper time.

_____ 6. The employee keeps personal phone calls to a minimum.

_____ 7. The employee is not tardy or AWOL.

_____ 8. The employee works every day to meet the unit's standards in quality and quantity.

_____ 9. I refer frequently to the Performance Dimensions [see below] on which the employee will be evaluated during probation. The employee demonstrates skills, abilities, knowledge and experience required as prerequisites for hire.

The employee's work performance will determine whether he or she obtains permanent employee status. Frequently review this list of the Performance Dimensions on which you will be evaluating the employee.

CHECKLIST FOR TRACKING EVALUATION

Date First Evaluation Given (3 month) _____

_____ If any "improvement needed" or "below expectations" ratings were given, set up a meeting with the employee to fully explain how the employee can improve in these areas. Together with the employee, construct a plan that will support him or her in reaching these objectives. Take this opportunity to resolve concerns the employee may have.

_____ If it is determined that additional training is needed to improve the employee's skills, take the steps needed for the employee to receive the additional training.

_____ If the employee has a rebuttal to the evaluation, incorporate his or her comments into the final evaluation. If not, attach the rebuttal to the final evaluation in the official personnel file.