



# Centenary College Probationary Period Performance Appraisal Form

Employee \_\_\_\_\_ Employment Date \_\_\_\_\_

Probationary Period Ends \_\_\_\_\_ Title \_\_\_\_\_

Prior to the above-named employee's 90<sup>th</sup> calendar day of active service with Centenary College, we are requesting that you complete the appraisal form. The content of the performance appraisal should be generally discussed with the employee before it is returned to the Finance and Administration Office for inclusion in his/her permanent record. In the event that the employee has already been terminated, please complete this form if possible and provide a statement of the reason for termination under appraiser's comments.

Instructions: Listed below are statements of performance which may have been observed. If you have observed such performance by this employee, please check the appropriate response:

Never Sometimes Usually Always

1. Arrives at work on time.
2. Produces work that looks truly "professional."
3. Does extra work above and beyond supervisor's specific requests.
4. Maintains a calm and service-oriented approach with people.
5. Goes out of his/her way to learn new tasks.
6. Admits mistakes when they occur and takes constructive criticism properly.
7. Has made substantial progress in learning assigned duties.
8. Exhibits a constructive and healthy attitude toward his/her work.
9. Demonstrates sufficient technical or job knowledge to continue on the job.

**Please indicate your degree of satisfaction with the employee's performance to date:**

Extraordinary, great potential	Below average, some reservations
Above average, no reservation	Unacceptable performance
Acceptable and anticipate improvement	

**I have discussed this with the employee. He/she will be:**

Retained in the position

Terminated effective \_\_\_\_\_ Reason \_\_\_\_\_

**Additional Remarks:**

\_\_\_\_\_

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

Return to the Finance and Administration Office.