

SUNY Potsdam Classified Employee Probationary Appraisal

Employee Name: _____

Department: _____

Title: _____

Rating Period: _____

Supervisor: _____

Probation Report Due Date: _____

Appraisal Categories	Exceeds Expectations	*Meets Expectations	Does Not Meet Expectations	Not Applicable	Not Observed
Quality of Work					
Quantity of Work					
Safe Work Habits					
Attendance					
Ability to Follow Instructions					
Dependability					
Ability to Work with Others					
Adaptability					
Communication Skills					
Ability to Work Independently					
Reaction to Emergencies					
Organization Skills					
Ability to Train Others					

Comments: (Required for Categories marked as "exceeds expectations" or "does not meet expectations".)

Employee's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Reviewer's Signature: _____ Date: _____

5/11 Provide a copy to the employee. Send original to Human Resources.

List 1 or 2 primary tasks or duties of this position and comment as appropriate on the employee's performance of these duties and make suggestions, if appropriate, as to way to improve performance.

TASK/DUTY:

Strength:

Areas in Need of Improvement:

TASK/DUTY:

Strengths:

Areas of Improvement:

Probationary Rating:

____ Satisfactory ____ Unsatisfactory

Supervisor's Recommendations:

_____ Continue Probation

_____ Probation Completed Successfully

_____ Termination - Performance continues to be unsatisfactory.

Attach an explanation to support this recommendation.

* "Meets Expectations" is defined as consistently good performance in the category.

Employee Comments: