



Probationary Period Report of Performance Evaluation

(See Staff Personnel Policies 250, 255, and 730)

Form UPER 129(6/80) Series 9506 E0580

Employee's Name		
Payroll Title (Class)		
Department		
Date Hired (Mo/Day/Yr):	Date Probationary Period Ends (Mo/Day/Yr):	Date Probationary Period Ends in Case of Extension (Mo/Day/Yr):

MID-POINT EVALUATION

This review occurs near the midpoint of the probationary period. Evaluations are to be in writing on an approved Performance Evaluation form.

Date Review was conducted	Conducted By (Print or type name of Supervisor)	I certify that this evaluation review was conducted (Supervisor's signature).
		X

FINAL EVALUATION

This review occurs approximately 30 calendar days prior to the completion of the probationary period.

- Employee has satisfactorily completed the Probationary Period and has been granted regular employee status.
- Employee was given written notification onthat the Probationary Period was extended for.....months in accordance with Staff Personnel Policy Section 250.6.
Date
- Employee has failed to satisfactorily complete the Probationary Period and has received written notification of date of release and reason therefor (see Staff Personnel Policy 730).

Date Review was conducted	Conducted By (Print or type name of Supervisor)	I certify that this evaluation review was conducted (Supervisor's signature).
		X