

MichiganTech

PROGRESS REPORT PROBATIONARY EMPLOYEES

Preliminary Orientation Date (Within 2 weeks of start date)	Periodic Review Dates		
	①	②	③

Name: _____ Position: _____

Department: _____ Date assigned to position: _____

The Probation period is a valuable learning period for all new employees. It is important all reports are completed in a timely and thorough manner. If you have any questions or concerns, please contact the Director of Human Resources.

	Excellent	Good	Satisfactory	Less than Satisfactory	Unacceptable
Job Knowledge					
Demonstrated commitment to position (i.e. time, attendance. . .)					
Quality of Work					
Quantity of Work					
Flexibility and Adaptability					
Communication Skills					
Demonstrate ability to understand and perform the job					
Employees progress to date					

Please answer all questions. All ratings below "Satisfactory" shall be supported with factual comments and/or documentation in the space below. Please return completed forms to Human Resources, where all progress reports will be retained.

Comments: _____

Do you recommend this employee be retained? _____

Supervisor's Signature: _____ Date: _____

This report has been discussed with me. My signature does not necessarily imply my agreement.

Employee's Signature: _____ Date: _____