



Progress Report for Probationary Employees

See back of report for definitions and examples

Name:	Position:
MTU ID#:	Start Date:
Department:	Supervisor:
Due Date:	Meeting Date:

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.

* Recalculated due to 9/10 month position (off during summer).

	Outstanding	Exceeds Expectations	Meets Expectations	Needs Improvement	Unacceptable
Job knowledge					
Ability to follow directions					
Demonstrated ability to understand & perform job					
Quality of work					
Quantity of work					
Flexibility and adaptability					
Communication effectiveness					
Employees progress to date					
Work habits (safety, neatness, etc.)					
Specific departmental training required					
Other – As defined by department					
Assessment of job skills (list 5 as required in job desc)					
1)					
2)					
3)					
4)					
5)					
Demonstrated commitment to position					
Attendance (absence & tardiness)					
Number of days absent: (this includes approved absences)					
Number of days tardy:					
Were days consecutive or one at a time?					

Please answer all questions. All ratings below "Satisfactory" should be supported with factual comments in the space below. Please return to Human Resources within 10 Days, all progress reports will be retained in Human Resources.

Do you recommend this employee be retained? No Yes With Provisions (please explain below with any additional comments)

Comments:

Supervisors Signature:

Date:

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

Employee Signature:

Date:

Purpose of the Probationary Period

The probation period *should be used* to ensure that the selected applicant is qualified and capable of performing the job before achieving status as a regular “satisfaction” or represented employee. The employee is carefully evaluated on performance and general suitability for employment at Michigan Tech. To make this determination, the manager will establish performance expectations, identify skills specific to the position and rate the employee accordingly, observe the employee, provide feedback and spend ample time with the employee to assess progress.

The probationary period can assist the employee and the manager. It can:

- Help the employee achieve training goals and perform objectives.
- Ensure that the employee has the tools and resources to perform the job.
- Help the employee identify and develop the skills needed to perform the job.
- Confirm that the best qualified person was chosen for the position.
- Foster a mutual understanding of expectations, performance objectives, and the evaluation process.

Definitions and Examples

The employee needs support and guidance during this period. It is important to set aside time for the manager and the new employee to get a good start. Use the forms provided, including these categories:

Job Knowledge - Revisit the job description and discuss how to use it effectively.

Ability to follow directions – Rate this as needed.

Demonstrated Commitment to Position – Is this person reliable and making a full effort to succeed?

Demonstrate ability to understand and perform the job – Besides knowledge, rate the employee’s understanding of job demands and the impact on the department, university and community.

Quality of Work – Quality should be high and improve throughout the probationary period.

Quantity of Work – Quantity should be evaluated in numbers or measures of output, if possible.

Flexibility and Adaptability- Change is inevitable. Rate employee’s ability to respond and/or lead it.

Communication Effectiveness – Rate if employee interacts professionally with all campus members and represents the department appropriately. This could include rating effective team relationships.

Employee’s progress to date – Rate overall satisfaction with performance so far.

Work habits – Rate for neatness, being conscientious, or other factors important to this job.

Specific Departmental Training Required – If applicable, such as a customized safety program.

Other - Supervisor may include department specific items.

Assessment of Job Related Skills - Please list skills required for specific job and rate them.

Attendance – Rate this as needed.

What Managers Can Do

- Provide clear performance expectations and objectives so the employee understands what is expected and how the performance will be measured.
- Orient the employee with the new department, including functions, personnel, specific office procedures, practices and related resources.
- Provide regular meetings and opportunities for communication so that the new employee’s questions are addressed appropriately.
- Evaluate the employee’s performance throughout the period regarding meeting, or exceeding, expectations, so that at the completion, the decision to retain the employee is documented.
- Show continuing interest in the success of the employee and how the employee can contribute to the success of the department and the University.

Send completed documents to HR. If you have questions about the process, or if problems arise, please contact HR for further assistance.