

Auburn University

Probationary Period Review Form

(for new employees)

Name	Department	This form is used to document the suitability of a new employee for continued employment. It is to be completed and returned to Human Resources office for filing at the end of the probationary period or upon termination of the employee during the probationary period. See reverse side for further information.
Employee ID No.	Job Title	

Supervisor's Name (Last, First, and MI) (Please Print)	Supervisor's ID No.
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SUMMARY OF PERFORMANCE

- | | Satisfactory | Unsatisfactory |
|--|--------------|----------------|
| 1. JOB PERFORMANCE (Completes assigned tasks with a minimum of errors and within the appropriate time frame.) | | |
| 2. JOB KNOWLEDGE (Understands the regulations, policies, procedures and expectations required for the job.) | | |
| 3. COMPLIANCE WITH UNIVERSITY POLICIES AND WORK RULES
(i.e. attendance, punctuality, behavior.) | | |

Supervisor Comments

(Attach a separate sheet if additional space is desired.)

Employee is recommended for regular employment: Yes No

Employees's probationary period extended to _____ Date _____ (not to exceed three calendar months).

Employee is dismissed from University employment effective _____.

Supervisor's Signature _____ Date _____

Employee's Signature _____ Date _____

THE FOLLOWING GUIDELINES ARE SET FORTH UNDER THE UNIVERSITY PROBATIONARY PERIOD PROGRAM FOR NEW EMPLOYEES:

General - All employees hired for regular employment shall complete an initial probationary period. Continued employment is conditional and subject to satisfactory performance during this probationary period. Hiring supervisors shall continually review the performance and suitability of the new employee and, prior to expiration of the probationary period, make a decision to conclude the probationary period, or terminate the employee. The employee may be terminated at any time following the initial date of employment. Employees terminated during the probationary period will not have access to the employee grievance procedure.

Probationary period - Except for special cases, the probationary period is three calendar months commencing with the initial date of employment. This may be extended for an additional period of up to three calendar months for a total of no more than six calendar months.

Responsibilities - Hiring supervisors shall provide leadership and training to support employees through the probationary period. Whenever the new employee fails to show satisfactory progress and demonstrate work habits and an aptitude necessary for success in the job during the probationary period, the hiring supervisor may initiate action to terminate the employee. However, when the new employee's progress and work habits indicate a potential for success, the hiring supervisor may, at their option, extend the three calendar month period for up to an additional three calendar months. Supervisors shall keep employees informed of their progress, either good or poor, during the probationary period. The supervisor will seek the assistance and guidance from Human Resources office whenever he/she plans to terminate the employee or extend the probationary period.