

PROBATIONARY EMPLOYEE'S PROGRESS REPORT

Name of Employee _____ Date _____

Department _____ Position _____

Employee No. _____

Your Name _____

How long have you been supervising this employee? _____

What skills are most important for performing this job? _____

Place a checkmark next to the description which best applies to this employee.

<p>Appearance Comments:</p> <p><input type="checkbox"/> Always neat and appropriately dressed</p> <p><input type="checkbox"/> Generally neat and appropriately dressed</p> <p><input type="checkbox"/> Sometimes careless about appearance</p> <p><input type="checkbox"/> Attire not suitable for position</p>	<p>Initiative Comments:</p> <p><input type="checkbox"/> Self-starter—always finds work</p> <p><input type="checkbox"/> Needs an occasional stimulus</p> <p><input type="checkbox"/> Needs constant supervision</p> <p><input type="checkbox"/> Shows no initiative</p>
<p>Dependability Comments:</p> <p><input type="checkbox"/> Always on time</p> <p><input type="checkbox"/> Occasionally late</p> <p><input type="checkbox"/> Repeatedly late</p> <p><input type="checkbox"/> Rarely on time</p>	<p>Judgment Comments:</p> <p><input type="checkbox"/> Decisions always sound and logical</p> <p><input type="checkbox"/> Generally sound judgment</p> <p><input type="checkbox"/> Requires frequent correction</p> <p><input type="checkbox"/> Judgment too often faulty</p>
<p>Attendance Comments:</p> <p><input type="checkbox"/> Excellent attendance record</p> <p><input type="checkbox"/> Occasional absence but justified</p> <p><input type="checkbox"/> Repeated absence but justified</p> <p><input type="checkbox"/> Unjustified absences</p>	<p>Attention to Detail Comments:</p> <p><input type="checkbox"/> Rarely or never makes errors</p> <p><input type="checkbox"/> Fewer errors than most</p> <p><input type="checkbox"/> Average accuracy</p> <p><input type="checkbox"/> Unacceptably erratic</p>
<p>Interpersonal Relations Comments:</p> <p><input type="checkbox"/> Friendly and outgoing but businesslike</p> <p><input type="checkbox"/> Somewhat aloof but businesslike</p> <p><input type="checkbox"/> Gregarious to the point of distracting others</p> <p><input type="checkbox"/> Sullen and withdrawn</p>	<p>Attitude Comments:</p> <p><input type="checkbox"/> Always interested and enthusiastic</p> <p><input type="checkbox"/> Reasonably devoted to work</p> <p><input type="checkbox"/> Passive attitude toward work</p> <p><input type="checkbox"/> Shows active dislike of work</p>
<p>Manners Comments:</p> <p><input type="checkbox"/> Always courteous and tactful</p> <p><input type="checkbox"/> Generally courteous and tactful</p> <p><input type="checkbox"/> Sometimes inconsiderate</p> <p><input type="checkbox"/> Arouses definite antagonism</p>	<p>Responsibility Comments:</p> <p><input type="checkbox"/> Seeks additional responsibility</p> <p><input type="checkbox"/> Willingly accepts responsibility when offered</p> <p><input type="checkbox"/> Assumes responsibility only when unavoidable</p> <p><input type="checkbox"/> Always avoids responsibility</p>

<p>Learning Capacity Comments:</p> <p><input type="checkbox"/> Grasps new methods or material immediately</p> <p><input type="checkbox"/> Learns quicker than average</p> <p><input type="checkbox"/> Average learning ability</p> <p><input type="checkbox"/> Slow learner—needs repeated instruction</p> <p><input type="checkbox"/> Unable to grasp anything new</p>	<p>Output Comments:</p> <p><input type="checkbox"/> Exceptionally high productivity</p> <p><input type="checkbox"/> Completes more than average</p> <p><input type="checkbox"/> Adequate work-per-hour rate</p> <p><input type="checkbox"/> Inadequate output</p>
<p>Leadership Comments:</p> <p><input type="checkbox"/> Assumes leadership on own initiative</p> <p><input type="checkbox"/> Will lead if encouraged to do so</p> <p><input type="checkbox"/> Can lead if necessary, but prefers subordinate role</p> <p><input type="checkbox"/> Refuses to assume any leadership</p> <p><input type="checkbox"/> Attempts to lead, but ineffectively</p>	<p>Work Under Pressure Comments:</p> <p><input type="checkbox"/> Never falters even under extreme pressure</p> <p><input type="checkbox"/> Maintains poise except under most trying conditions</p> <p><input type="checkbox"/> Dependable except under pressure</p> <p><input type="checkbox"/> Can't take normal pressure of job</p>
<p>Overall Performance (check one)</p> <p style="padding-left: 40px;"><input type="checkbox"/> Outstanding</p> <p style="padding-left: 40px;"><input type="checkbox"/> Above average</p> <p style="padding-left: 40px;"><input type="checkbox"/> Satisfactory</p> <p style="padding-left: 40px;"><input type="checkbox"/> Marginal</p> <p style="padding-left: 40px;"><input type="checkbox"/> Unsatisfactory</p>	

What do you consider to be employee's strongest points? _____

What do you consider to be employee's weakest points? _____

Do you consider employee to be qualified for promotion at the present time? Yes No

If yes, to what position? _____

If no, do you think employee may be promotable at a future date? Yes No

Do you think employee would be more effective with a different assignment than the present one? Yes No

If yes, which one? _____

Additional Comments:

Signature _____