

UAH

The University of Alabama in Huntsville

Probationary/Orientation Performance Review

Name of Employee _____ Date Hired _____

Position Title _____

Name of Supervisor _____ Department _____

Complete at the end of first 3 months

INITIAL COUNSELING SESSION

Areas of Strength: _____

Opportunities for Improvement: _____

Comments: _____

Appraisal by _____ Date _____ Employee's Initials _____ Date _____

Complete at the end of the 6-month

FOLLOW-UP COUNSELING SESSION

Areas of Strength: _____

Opportunities for Improvement: _____

Comments: _____

Appraisal by _____ Date _____ Employee's Initials _____ Date _____

Please select one of the following options and sign.

Do not send to HR until the follow-up session as been completed

_____ (1) In my judgment, the employee listed above has performed in a satisfactory manner during the probationary/orientation period, and I recommend that employment be continued on a non-probationary basis.

_____ (2) In my judgment, based on the above comments, I recommend extending the probationary/orientation period for the employee listed above to _____.

_____ (3) In my judgment, the employee listed above has not performed in a satisfactory manner, and I recommend termination of the employee in accordance with University termination procedures for probationary/orientation employees.

Supervisor's signature _____ Date _____