

**MARIST COLLEGE  
PERFORMANCE APPRAISAL FORM  
PROBATIONARY**

Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Period Covered: \_\_\_\_\_

The purpose of this performance evaluation is to stimulate communication between the supervisor and employee concerning the nature of the work performed. It is important that the supervisor make constructive comments aimed at assisting in the employee's professional development and that both parties have a shared understanding of the standards used by the supervisor, his or her expectations, and the objectives and needs of the employee. In order to succeed, the performance review must include a full discussion of all ratings.

**SCALE:**

- |                    |  |
|--------------------|--|
| OUTSTANDING:       | Employee makes unique and significant contributions through superior performance |
| COMMENDABLE:       | More than fulfills requirements  |
| EFFECTIVE:         | Fulfills requirements  |
| NEEDS IMPROVEMENT: | Shows need for further training or improvement                                   |
| UNSATISFACTORY:    | Must improve before next evaluation  |

**TASK ACCOMPLISHMENTS:**

1. Rate the quality of this person's work. For example, does it fulfill requirements, and is it acceptable to those it serves?  
 Outstanding     Commendable     Effective  
 Needs Improvement     Unsatisfactory
2. Rate the quantity of this person's work. For example, can the person work on more than one task concurrently, and is the work completed within reasonable time?  
 Outstanding     Commendable     Effective  
 Needs Improvement     Unsatisfactory
3. Rate the thoroughness of this person's completed work. For example, is the work comprehensive in scope and complete in detail?  
 Outstanding     Commendable     Effective  
 Needs Improvement     Unsatisfactory
4. Rate the accuracy of the completed work. For example, does this person produce work that is relatively free from error?  
 Outstanding     Commendable     Effective  
 Needs Improvement     Unsatisfactory
5. Rate this person's overall job knowledge. For example, to what extent does this person display a complete mastery of all phases of the job?  
 Outstanding     Commendable     Effective  
 Needs Improvement     Unsatisfactory
6. Rate this person's written communication skills. For example, how well does the person communicate through written message, reports, etc.?  
 Outstanding     Commendable     Effective  
 Needs Improvement     Unsatisfactory
7. Rate this person's use of judgment. For example, how effectively does the person arrive at sound conclusions, and how precise is the person in determining when action is needed and what action to take?  
 Outstanding     Commendable     Effective  
 Needs Improvement     Unsatisfactory

**SUPPORTIVE CHARACTERISTICS:**

1. Rate this person's initiative. For example, is the person a self-starter in pursuing activities which lead to successful attainment of objectives?

- Outstanding     Commendable     Effective  
 Needs Improvement     Unsatisfactory

2. Rate this person's reliability. For example, can the person generally be depended upon in day-to-day activities and in matters of a highly important or confidential nature?

- Outstanding     Commendable     Effective  
 Needs Improvement     Unsatisfactory

3. Rate this person's enthusiasm and cooperation. For example, is the person eager to accomplish tasks and does this person contribute to the climate of collaboration and team work among co-workers?

- Outstanding     Commendable     Effective  
 Needs Improvement     Unsatisfactory

4. Rate this person's oral communication skills. For example how effectively does this person comment, question, and provide information in task-related discussions?

- Outstanding     Commendable     Effective  
 Needs Improvement     Unsatisfactory

5. Rate this person's perseverance. For example, how successful is the person in following a task through to completion in spite of setbacks or discouragement?

- Outstanding     Commendable     Effective  
 Needs Improvement     Unsatisfactory

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In summary, what is your estimate of this employee's overall performance?

- Outstanding     Commendable     Effective  
 Needs Improvement     Unsatisfactory

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Move to permanent status, pending successful completion of the balance of the probationary period. \_\_\_

Extension of probationary period for 30 days beyond initial period. \_\_\_

Termination \_\_\_

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Supervisor's Comments:

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Supervisor's Signature

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Date

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Employee's Comments:

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Employee's Signature

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Date