



# University of New Haven

## Probationary Review Form (Exempt Employees)

<b>Employee Name</b>	<b>Department</b>	<b>Direct Supervisor</b>
<b>Department Manager</b>	<b>Date of Hire / Transfer Date</b>	<b>Probationary Period End Date</b>

Review Period	Availability	Professional Conduct	Execution	Communication (With Colleagues and/or Subordinates)	Knowledge	Change/Supervisory Skills	Supervisor & Manager Comments & Approval
1st Period Ending (one month from start date)							
2nd Period Ending (3 months from start date)							
3rd Period Ending (6 months from start date and final month of probation)							

<b><u>Performance Criteria</u></b>	<b><u>Comment</u></b>
<b>Availability</b>	Is the employee on time to work, absent or leave early? If so provide number of instances.
<b>Professional Conduct</b>	Does the employee adhere to University code of conduct?
<b>Execution</b>	Is the employee exhibiting the ability to accomplish objectives?
<b>Communication</b>	How does the employee interact with colleagues and/or subordinates?
<b>Knowledge</b>	Is the employee exhibiting the required technical knowledge?
<b>Change/Supervisory Skill</b>	Does the employee exhibit the qualities necessary to facilitate change? If the employee has supervisory responsibilities, is the employee exhibiting strong supervisory skills?

Supervisors and/or managers responsibilities regarding this process:

- Complete the form as indicated and review with applicable management:
  - Review form and progress with new employee.
  - Address any performance issues and/or failures.
  - Document discussion with employee.
- At the end of each review period, the manager/supervisor must assess if the employee is meeting the desired standards of performance. If the desired standard of performance has not been met, additional documentation and the manager's recommendation for appropriate action should be provided to Human Resources. The supervisor is responsible for providing the employee with consistent and productive feedback regarding performance on the job.
- At the conclusion of the probationary period, this form should be returned to Human Resources for inclusion in the employee's file.