University of Wisconsin – Superior
Classified Staff
Final Probationary Report

1. Supervisor – Complete remainder of form, including signing and dating
2. Discuss with employee and obtain employee's signature
3. Forward to Human Resources Office, Old Main 201 upon completion

Name of Employee						Date Hired	Certification Number
UW-System; UW-Superior						End of Probationary Period	Soc Sec Number
Department						Classification	
	Excellent	Good	Average	Poor	Unsatisfactory	Use the space below to provide facts for your request to lengthen the probationary period.	
Quality of Work						Justification:	
Judgment							
Quantity of Work							
Dependability							
Initiative							
Rate of Learning							
Work Habits							
Ability to get along with others							
Give an overall appraisal of the employee's job performance:							
What can the employee do to increase his/her value to the department/university:							
Comment on the most noticeable characteristic of this person as a future permanent employee:							

RECOMMENDATIONS (Check box for yes answer)
Permanent Appointment ☐ Extend Probationary Period ☐ Termination

_____ _____ _____ _____
Date Supervisor Date Director of Human Resources

This evaluation has been discussed with me:

_____ _____
Date Employee's Signature