

UNIVERSITY OF WISCONSIN - SUPERIOR  
Probationary Progress Report

|   |                   |   |   |
|---|-------------------|---|---|
| <b>Name of Employee:</b>                  | <b>Supervisor</b> | <b>Date</b>   | <b>Three-Month Progress Report</b> <input type="checkbox"/><br><b>Four-Month Progress Report</b> <input type="checkbox"/> |
| Employee Competes Probationary Period On: |                   | See back of form for definition of appraisal terminology. |   |

|  | 1 | 2 | 3 | 4 | 5 |
|--|---|---|---|---|---|
| 1. KNOWLEDGE OF THE WORK (Understanding of the various phases, knowledge of the necessary technical fundamentals, etc.)<br>COMMENTS: |   |   |   |   |   |
| 2. QUALITY OF WORK (Thoroughness, neatness, accuracy, etc)<br>COMMENTS:  |   |   |   |   |   |
| 3. QUANTITY OF WORK (volume of acceptable work, amounts of exceptional or poor work, etc.)<br>COMMENTS:                              |   |   |   |   |   |
| 4. ATTENDANCE & PUNCTUALITY (Regularity of attendance and punctuality in following assigned schedule or work hours.)<br>COMMENTS:    |   |   |   |   |   |
| 4. CARRYING OUT INSTRUCTIONS (Willingness and ability to take instructions and follow through, etc.)<br>COMMENTS:                    |   |   |   |   |   |
| 6. Overall appraisal (Place an "X" in the appropriate box - only)  |   |   |   |   |   |
| 7. MAJOR STRONG POINTS AND/OR WEAK POINTS:   |   |   |   |   |   |
| 8. OTHER COMMENTS  |   |   |   |   |   |

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Personnel Director Signature \_\_\_\_\_ Date \_\_\_\_\_

Clear Form

## INTERPRETATION OF APPRAISAL TERMINOLOGY

1. Outstanding - Genuine outstanding performance is all you can possibly expect for the area described. It is performance that conspicuously stands out. It is performance that is uncommon.
  2. Above Normal - Above normal performance is performance that exceeds the requirements of the job. It is performance above that which you would expect from a normal fully competent person in this position.
  3. Normal - Is that which you can reasonably expect for a competent person. It is performance that is "Satisfactory".
  4. Below Normal - This is performance that is below what can reasonably to expected of an employee after a reasonable period of time and training. It is non satisfactory performance.
  5. Inadequate - Inadequate performance is performance that leads one to consider an employee a liability rather than an asset. This rating is to be used when an employee clearly fails to meet the minimum requirements of the area being appraised.
-