

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"/> <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.) COMMENTS:					
2. QUALITY OF WORK (Thoroughness, neatness, accuracy, etc) COMMENTS:					
3. QUANTITY OF WORK (volume of acceptable work, amounts of exceptional or poor work, etc.) COMMENTS:					
4. ATTENDANCE & PUNCTUALITY (Regularity of attendance and punctuality in following assigned schedule or work hours.) COMMENTS:					
4. CARRYING OUT INSTRUCTIONS (Willingness and ability to take instructions and follow through, etc.) 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 that an asset. This rating is to be used when an employee clearly fails to meet the minimum requirements of the area being appraised.
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