

Probationary Progress Review Form

Classified Civil Service Staff

Process Overview – Within the first 30 days, managers and employees should establish goals and review performance expectations. The manager should assess the basic competencies and provide comments on performance in the designated section of the Probationary Progress Review. As a best practice, managers should have regular check-ins during the probationary period and discuss performance competencies. Probationary reviews are **the opportunity for the manager to discuss a probationary employee's performance and support needs after the initial period of employment**. Performance that does not meet expectations may result in corrective action up to and including removal from employment during the probationary period. All employment actions require consultation and approval from Employee and Labor Relations. Managers should contact their designated Employee and Labor Relations Senior Representative as soon as performance concerns have been identified.

- I. **Review expectations and goals.**
- II. **Provide copies of unit policies and procedures as well as any position-based job aides and tools**
- III. **Discuss how employee will receive training/learning opportunities.**
- IV. **Establish feedback job related expectations.**
- V. **Follow-up and provide guidance as necessary on job performance competencies**

Employee Name: _____ Title/Classification: _____

First Day of Work: _____ Unit/Dept: _____

Supervisor Name: _____

Check-in Date ___ First 30 days (if applicable) ___ 60-90 days (if applicable) ___ 90 days and later

Units and managers can use this tool to discuss performance progress during the probationary period. Individuals with poor performance or who engage in serious misconduct may not receive a progress report prior to termination of employment.



THE OHIO STATE UNIVERSITY
HUMAN RESOURCES



Probationary Progress Review

Rating Scale (0 - 2):

2 = On-Track (Meeting Expectations: demonstrates a solid level of performance, regularly meets, and occasionally exceeds, overall goals and expectations)

1 = Off-Track (Needs Improvement: sometimes perform at an acceptable level but is not consistent and needs improvement to meet expectations)

0 = Off-Track (Does not meet expectations: not meeting the job expectations and consistently fails to meet goals. The employee demonstrates unwillingness or an inability to improve performance)

N/A = Not Applicable to Job Requirements

| Performance Competency | Rating | Comments |
|--|--------|----------|
| Attendance/punctuality/reliability: | | |
| Productivity (i.e., Ability to prioritize work; Ability to use time effectively): | | |
| Customer Service: | | |
| Teamwork (i.e., Ability to have a good relationship with others; collaborates effectively; treats others with respect) | | |
| Adheres to all University policies/procedures: | | |
| Dependability (i.e., Takes ownership of work; follows instructions; holds self-accountable for work; Problem solves and offers solutions) | | |
| Work Quality (i.e., completes work accurately and with integrity; avoids shortcuts and achieves quality results) | | |
| Job Knowledge (i.e., Possesses and applies knowledge and skill set necessary to perform job; proficient with equipment required for the job) | | |
| Demonstrates professional conduct that is consistent with university Shared Values, and any relevant university or unit policy. | | |

Progress Summary

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Ongoing Progress Goals and Expectations

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|----|
| 1. |
| 2. |
| 3. |
| 4. |
| 5. |

Overall, your evaluation is (meeting expectations), (needs improvement), your progress is currently _____ on-track/ _____ off-track to successfully completing your probationary period.

Acknowledgement

By signing this, you acknowledge that the manager reviewed probationary progress review with you.

Signature of Supervisor

Date

Signature of Employee

Date