



TALENT & PERFORMANCE MANAGEMENT

Performance Progress Report

Employee Name _____ Supervisor Name _____
Employee ID # _____ Department Name _____
Job Title _____ Probation Period Dates (if applicable) _____

Initial Probation (Civil Service) ☐ Promotional Probation (Civil Service) ☐ Initial Performance (Non-Civil Service) ☐

All employees in Civil Service departments serve a probationary period of six months after an initial appointment or a promotion. The probationary period shall be documented every two months until the completion of probation. New employees in Non-Civil Service departments do not serve a probationary period but shall have their initial performance documented in the same manner as employees in Civil Service departments.

Documentation Period 1 ☒ 2 ☐ 3 ☐ Extended ☐ (Civil Service Only)

	Acceptable	Developing	Unacceptable	Data
Check a box for each criteria listed. Less than acceptable requires written documentation.	Consistent with expectations.	Inconsistent results. Has the capacity to improve.	Does not meet expectations.	Days absent, days late, and any points accumulated for the two-month period.
Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Exhibits our Core Values – 5 Es	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Certifications, Licenses, Etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Department Goals	Acceptable	Developing	Unacceptable
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Areas that require improvement and suggestions to accomplish:

Is progress being made this period to be successful? Yes ☐ No (Do not retain) ☐ Questionable ☐

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____



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For Civil Service Employees Only:

I have attached copies of each performance period and I would like to request an extension of probation to:

- ☐ Complete the training period of a formal apprenticeship training program
- ☐ Allow six months on-the-job work performance
- ☐ Complete any written prerequisites to employment

Supervisor Signature _____ Date _____

Classified Civil Service ☐

Approve ☐ Deny ☐ Approved to date _____

Secretary of the Civil Service _____ Date _____

Unclassified Civil Service ☐

Approve ☐ Deny ☐ Approved to date _____

Director of Human Resources _____ Date _____

For Civil Service Employees Only

End of Probationary Period

- ☐ Employee has successfully completed probation and it is recommended that the employee be retained.
- ☐ Employee has failed probation and it is recommended that the employee not be retained.

Supervisor Signature _____ Date _____

Department Executive Signature _____ Date _____

Notes:

- Complete the page for each two-month period and give the employee a copy.
- Failure of probation can occur at any point in the probationary process.
- Terminations must be effective prior to the probationary period expiration date. A copy of the complete progress report must be attached to termination paperwork.
- If employee is not going to be retained, then return this form to your HR Partner three (3) weeks prior to termination to allow for review and a termination letter to notify the employee in writing of failure of probation.
- The employee must receive a written document explaining any pre-requisites which must be met during the probationary period, such as licensing or certification, and a timeframe for meeting the pre-requisites.
- Employees must be notified in writing of extensions to probation.
- Employees of Non-Civil Service departments do not serve a probationary period. This form is to be used to document performance.