

Performance Progress Report

Employee Name	Supervisor Name					
Employee ID # Department Name						
Job Title Probation Period Dates (if applicable)						
Initial Probation (Civil Servic	e) 🖵 Pr	omotional Probat	ion (Civil Service) 🗖	Initial Performand	ce (Non	-Civil Service) 🗖
All employees in Civil Service promotion. The probationary employees in Non-Civil Servic documented in the same man	period s e departr	hall be documen ments do not serv	ted every two montlye a probationary per	ns until the comp	letion o	of probation. Nev
Documentation Period	1 ✓	2 🗖	з 🗖	Extended 🗖	(Civil Se	ervice Only)
		Acceptable	Developing	Unacceptable		Data
Check a box for each criteria list than acceptable requires wr documentation.		Consistent with expectations.	Inconsistent results. Has the capacity to improve.	Does not meet expectations.	accum	absent, days late, and any points nulated for the two- month period.
Attendance						
Punctuality						
Exhibits our Core Values – 5 Es	S					
Certifications, Licenses, Etc.						
Safety						
Department Goals			Acceptable	Developin	Developing Unac	
Check a box for each criterion listed. Less than <i>accep</i> requires written documentation.		-	Consistent with expectations.	Inconsistent results. Has the capacity to improve.		Does not meet expectations.
Areas that require improvem	ent and s	suggestions to acc	complish:			
		no successful?	Yes 🖵 No	(Do not retain)	Que	stionable 🖵
Is progress being made this p	erioa to i	de successiui:	165 🗕 110	•		
Is progress being made this p Employee Signature			Data			

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Performance Progress Report **Employee Name** _____ Supervisor Name Employee ID # Department Name _____ Probation Period Dates (if applicable) _____ Job Title 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. Extended (Civil Service Only) 1 🔲 2 🗸 3 🔲 **Documentation Period** Acceptable Developing Unacceptable Data Inconsistent results. Does not meet Check a box for each criteria listed. Less Consistent with Days absent, days late, than *acceptable* requires written expectations. Has the capacity to expectations. and any points documentation. accumulated for the twoimprove. month period. Attendance Punctuality Exhibits our Core Values – 5 Es Certifications, Licenses, Etc. Safety Acceptable Developing Unacceptable **Department Goals** Consistent with Does not meet Check a box for each criterion listed. Less than *acceptable* Inconsistent results. Has requires written documentation. expectations. the capacity to improve. expectations. Areas that require improvement and suggestions to accomplish: Yes 🔲 No (Do not retain) 🔲 Questionable 🖵 Is progress being made this period to be successful? **Employee Signature**

Supervisor Signature _____ Date _____

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Supervisor Signature _____ Date _____

Employee Signature

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Supervisor Signature _____ Date _____

Employee Signature

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Performance Progress Report

For Civil Service Employees Only:

I have attached copies of each perform	ance period and I would like	e to request an extension of prol	bation to:						
☐ Complete the training period of a formal apprenticeship training program									
☐ Allow six months on-the-job work performance									
☐ Complete any writt	en prerequisites to employr	ment							
	Supervisor Signature		Date						
Classified Civil Service ☐	Approve Deny Deny	Approved to date							
	Secretary of the Civil Serv	ice	Date						
Unclassified Civil Service	Approve Deny Deny	Approved to date							
	Director of Human Resou	rces	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.

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