Employee Name: _____  Supervisor: _____

Progress report from _____ to _____

Purpose: To assess a new employee’s performance during the first three months of employment and to give the employee information about needed improvement in performance. This progress report addresses both basic day to day work habits and job description tasks. Use Page Two of this form to specify areas requiring improvement and/or those that are currently below minimum standards. Include an explanation of what is required to fully meet job expectations, and a brief plan of assistance for the employee. PLEASE RETURN COMPLETED FORM(S) TO HR OFFICE.

Basic Day to Day Job Functions

<table>
<thead>
<tr>
<th>Satisfactory</th>
<th>Unsatisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td>Punctuality</td>
<td></td>
</tr>
<tr>
<td>Dependability</td>
<td></td>
</tr>
<tr>
<td>Attendance</td>
<td></td>
</tr>
<tr>
<td>Safety</td>
<td></td>
</tr>
<tr>
<td>Use of Leave*</td>
<td></td>
</tr>
</tbody>
</table>

*Do not include any leave which has a protected status such as family medical leave, military leave, jury duty.

Requirements Completed in a Timely Manner

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Not Applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Job Description Duties and Responsibilities:

☐ Satisfactory Performance
Employee is fully meeting or exceeding performance expectations in all areas of job responsibility as written in the job description.

☐ Performance Needs Improvement
Employee is expected to show improvement but is not currently below minimum standards in one or more job duties or responsibilities. List these job duties on the back of this form.

☐ Below Minimum Performance Expectations
Employee is currently below minimum expectations in one or more job duty or responsibility. Immediate and continuing improvement must be demonstrated or corrective action will be taken up to and including possible termination of employment. List these job duties or responsibilities on the back of this form.

Employee’s Signature ___________________________ Date _________

Supervisor’s Signature ___________________________ Date _________

Program Director Signature ______________________ Date _________

OVER
Use this section only if employee's work performance: 1) needs improvement OR 2) is not meeting minimum performance expectations.

PERFORMANCE NEEDS IMPROVEMENT
List specific job duties and responsibilities from job description:

1.

2.

3.

4.

BELOW MINIMUM PERFORMANCE EXPECTATIONS
List specific job duties/responsibilities requiring immediate improvement.

1.

2.

3.

Employee's Signature

Date

Supervisor's Signature

Date

cc: Personnel file

Note: Normally the introductory period is six months. It may, however, be extended to 9 months under some circumstances. In order to leave introductory status, it is expected that employees meet minimum expectations in all essential function areas and basic day-to-day work habits of their position.

REV 08/2015