



THE UNIVERSITY OF MICHIGAN HUMAN RESOURCES AND AFFIRMATIVE ACTION OFFICE

Today's Date _____

Start Date _____

Staff Member _____

EmployeeID _____

Classification _____

Reason for Evaluation COMPLETION OF PROBATIONARY PERIOD

Review Date _____

FORM MUST BE
RETURNED TO HRAA
OFFICE BY REVIEW DATE

Return this form to

Human Resources Records and Information Services (HRRIS), 4073 Wolverine Tower, 1281

The first six months of employment is a probationary period and it is used to determine whether an individual demonstrates the skills and abilities necessary for continued service in your department and the University. The probationary employee achieves regular employment status with the University upon successful completion of the probationary period.

If the individual is not meeting the requirements of your position, corrective action should be taken prior to the completion of the probationary period. Counsel and assistance in handling this situation are available from the Employee Relations or Staff and Union Relations section of the Human Resources and Affirmative Action Office.

The following evaluation and recommendation concerning the staff member listed above must be completed.

1. A _____ Staff member is not able to meet requirements of position.
 - B _____ Staff member shows promise, but must make more progress in certain areas.
 - C _____ Staff member is making satisfactory progress.
2. If you checked 1-A or 1-B, list areas in which the staff member's progress has not been satisfactory on the back of this form and consult with your HR Representative from the Staff Relations section of the Human Resources and Affirmative Action Office.

This evaluation was discussed with staff member on _____
DATE

SUPERVISOR'S SIGNATURE

DATE

STAFF MEMBER'S SIGNATURE

The staff member's signature, which is required, indicates that the staff member has reviewed the form. It does not necessarily imply agreement with the evaluation.