

**SEIU MID-PROBATIONARY PERIOD  
EVALUATION FORM**



The initial six months of employment at the University of Michigan or for the first six (6) calendar months following transfer into the bargaining unit are considered probationary. This probationary period provides an opportunity to determine if a new employee demonstrates the skills and abilities necessary for continued employment. In alignment with the collective bargaining agreement in effect, SEIU members are to receive a mid-probationary period evaluation between three (3) and four (4) months after the start of probationary employment.

Last Name:		First Name:		Middle Name:
UMID:	Today's Date	Date of Hire:	Probationary Period End Date:	
Classification Title:				
DATE on which this evaluation was discussed with staff member:				

If the individual is not meeting the requirements of the position, action should be taken **PRIOR TO** the completion of the probationary period. Assistance in handling this situation is available from Human Resources.

1.
  - A. Staff member is making satisfactory progress.
  - B. Staff member must make more progress in certain areas.
  - C. Staff member is not able to meet requirements of position.
2. **If you checked 1-B or 1-C**, identify areas in which the staff member's progress has not been satisfactory on the back of this form or on a separate page and consult with your HR Representative.

STAFF MEMBER'S SIGNATURE:	DATE SUBMITTED:
SUPERVISOR SIGNATURE:	DATE SUBMITTED:

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.

Sign and date this form and submit to the appropriate Human Resources Department listed below:

Michigan Medicine Human Resources  
North Campus Administrative Complex  
2901 Hubbard Drive  
Suite 1100 - SPC 2435  
Ann Arbor, MI 48109-2435

or electronically at: [michmed.service-now.com/hr](https://michmed.service-now.com/hr)