



Human Resources

Probationary Review Revised 2/2018

INSTRUCTIONS: Use this form to provide feedback to an employee during their 180-day probationary period at UT. The probationary period is a part of the selection process and is intended to assess whether a probationary employee's performance, ability and behaviors merit continuation of employment. It is your responsibility to notify an employee when his or her performance is below acceptable standards.

Check One: ☐ 45-Day Review ☐ 90-Day Review ☐ 135-Day Review ☐ _____

Employee Name Title

Department

Reviewed by Date of Review

Date of initial employment with UT: _____

Employee will complete first 180 days of employment on: _____

Evaluate the employee's progress to date:

Employee is making satisfactory progress ☐

Employee is not making satisfactory progress ☐

Consider all position expectations. If the employee is making satisfactory progress, use space below to make recommendations for aiding the employee in continuing his/her progress on the job. If the employee is not making satisfactory progress, indicate nature of problem, any previous dates of counseling, and any remedial action taken. Attach additional sheets for comments if necessary.

Supervisor Signature Date Employee Signature Date

Printed Name and Title Printed Name and Title

RETAIN ORIGINAL IN THE EMPLOYEE FILE