

- Three month probationary
- Six month probationary report
- Final probationary report
- Training qualification report

1. Supervisor-Check type of report above, complete remainder of form including signing and dating.
2. Discuss with employee and obtain employee's signature.
3. Forward to agency personnel office for agency head review and signature. Agency retains all copies of form & distributes them.
4. For Trainee, if requesting a shortened or lengthened training period, submit entire form to Division of Personnel, Department of Employment relations, for approval or denial.
5. When terminating a probationary employee, send yellow copy to Division of Personnel, Department of Employment Relations, accompanied by copy of termination letter.

Name of Employee	Date Hired or Promoted	Position Number
Agency UW System/UW La Crosse	Advancement or End of Prob. Date	Employee I.D.
Employing Unit or Employee Location	Classification or Objective Class	

E=Excellent G=Good A=Average P=Poor U=Unsatisfactory	E	G	A	P	U	Use the space marked Rationale for Rating to provide facts for your request to lengthen or shorten the training program of a trainee. Send all copies to the State Division of Personnel when requesting this action.
Quality of Work						Rationale for rating:
Judgment						
Dependability						
Initiative						
Rate of Learning						
Work Habits						
Ability to get along with others in work environment						
Give an overall appraisal of the employee's job performance						
What can the employee do to increase their value to the organization?						
Have you discussed an improvement program with the employee?				Yes		No
Recommendations if other than three month report (check box for yes answer)						
<input type="checkbox"/> Non-Trainee <input type="checkbox"/> Trainee <input type="checkbox"/> Permanent appointment		<input type="checkbox"/> Advance to objective classification <input type="checkbox"/> Needs further training (no pay increase)		<input type="checkbox"/> All <input type="checkbox"/> Terminate		
Date	<i>This evaluation has been discussed with me</i> Employee signature			Supervisor signature		
Dean Signature			Human Resource Representative			Date