



Cornell University
PROBATIONARY REVIEW FORM



(For employees covered by Collective Bargaining Agreements)

Employee Information

Name: _____ Date probation period begins: _____
(first, middle, last) month/day/year

Empl ID #: _____ Date probation period ends: _____
month/day/year

Job Title: _____ Grade: _____ Date extension period ends: _____
(as approved by or Workforce Policy & Labor Relations and/or the Union President - see applicable Collective Bargaining Unit Agreement for instructions) month/day/year

Department: _____

Supervisor Information

Name: _____ Campus Address: _____

Before completing this form, refer to the instructions. Reference may also be made to applicable Collective Bargaining Unit Agreement.

Areas for review

- Have you reviewed the job description with the employee? Yes No
- Have you provided the employee with a copy of the job description? Yes No
- How has the employee accomplished what you would expect after this short period of employment with respect to:

| | Fails to meet job standards | Meets job standards | Exceeds job standards |
|-------------------------------|-----------------------------|---------------------|-----------------------|
| Knowledge of job | _____ | _____ | _____ |
| Productivity | _____ | _____ | _____ |
| Quality of work | _____ | _____ | _____ |
| Work attitude and cooperation | _____ | _____ | _____ |
| Dependability | _____ | _____ | _____ |
| Initiative | _____ | _____ | _____ |
- Are there certain areas where the employee excels?
Specify: _____
- Are there areas where improvement is desirable?
Specify: _____

Evaluation

- Do you wish to retain this employee? Yes No
Comments: _____
- Was an extension approved by Human Resources? Yes No (see instructions)

Comments

It is extremely important at this time to talk with the employee about progress, point out areas of satisfactory work, discuss areas where improvement is needed, and engage in future performance planning.

Supervisor's Comments: _____

Employee's Comments: _____

Signatures

Supervisor's Signature: _____ Date of review: _____

Employee's Signature: _____
(Employee's signature acknowledges receipt only.)

INSTRUCTIONS FOR SUPERVISORS

Probationary Review Process

If the employee meets or exceeds job standards, the supervisor and employee should formally discuss the employee's performance. The 90-calendar day probationary review form aids in this discussion. **It provides the supervisor** an opportunity for structured conversation about performance, offers an occasion for positive feedback to reinforce good performance, and aids in identifying problems and needs for additional training. **It provides the employee** with an opportunity to review job requirements and supervisor expectations, and creates an opportunity for conversation about continuing interest in the job.

The supervisor should complete all sections of the form except for **Employee's Comments and Employee's Signature which are intended for completion by the employee.**

Upon completion, the supervisor should retain the original in the departmental file and provide a copy of the form to the employee.

Probationary Extension Process

For information on extending the probationary period please refer to the applicable collective bargaining agreement or call Workforce Policy and Labor Relations at 255-4652.

Even in cases when an extension is granted, the probation review form should be completed and sent to the College/Unit Human Resource Office. During the extension period, the supervisor will continue to instruct and support the employee in areas where improvement is desired. Near the end of the extension period an extension form should be completed and distributed in the same manner as the probation review form.

If performance remains unsatisfactory during the extension period, the supervisor should again contact Workforce Policy and Labor Relations.

Note: In the event the employee terminates employment during the probation period, the supervisor should submit the review form to the College/Unit Human Resource office with a note of explanation.
