

THE UNIVERSITY OF TEXAS HEALTH SCIENCE CENTER AT SAN ANTONIO
PERFORMANCE REVIEW REPORT
FOR NEW (PROBATIONARY) EMPLOYEES

Check One: 2 Month Review (60 days)
 5 Month Review (150 days)
 Other

Name of Employee _____ Date Employed _____
Employee's ID No. _____ Evaluation Date _____
Job Title _____ Job Code No. _____
Department/Division _____ Supervisor _____

The above named employee will complete _____ months of employment on: _____

To determine the suitability for continuing employment, the supervisor should complete this form as follows:

- CHECK THE APPROPRIATE BOX:**
- Employee is making satisfactory progress.
 - Employee is not making satisfactory progress.
 - Release because of poor progress.

COMMENTS:

ACTION TO BE TAKEN:

EVALUATED BY:

_____ Supervisor's Signature	_____ Date
_____ Employee's Signature	_____ Date

Instructions

This form will be used for all regular probationary classified employees. A probationary employee is one who is in his/her first 180 days (6 months) of continuous Health Science Center employment or re-employment if there has been a break in service of at least (1) day.

Persons transferring from another component of The University of Texas System and/or transfers from other state agencies will be subject to a probationary period. Employees who have satisfied the initial six months of continuous HSC employment shall not be subject to a new probationary period in the event of a transfer or promotion.

The form should be completed and discussed with the employee at the end of his/her first two (2) and five (5) months of employment. For employees who are not progressing satisfactorily, it can be used at monthly intervals or as circumstances require.

The "Comments" section should be used to remark on above average performance and/or could be used to elaborate on the nature of any performance problems. The "Action to be Taken" section should be used to indicate the need for corrective action, additional training or to specify a termination date.

The original should be furnished to the employee. Another copy should be kept on file in the employing department.

An employee who does not meet the required work standard may be released from employment at any time during the initial period without internal recourse. (See Handbook of Operating Procedures Personnel Policy 4.5.5)