



The University of Mississippi
Performance Evaluation
(Non - Exempt Probationary)

Name of Employee _____ SAP # _____

Date of Employment _____

Department _____ Title _____

Appraisal Period _____ to _____

To the Supervisor:

Please outline the employee's work performance utilizing the categories below and the factors on the reverse side of this form.

1. Employee's strengths:

2. Suggestions for improvement:

3. Supervisor's additional comments:

4. Employee's comments:

Please check the box that best describes the employee's performance and make comments as appropriate.

1. QUANTITY. Consider amount of work done during time available.

- Rarely Meets Job Requirements Occasionally Meets Job Requirements
 Meets Job Requirements Exceeds Job Requirements Not Applicable

Comments:

2. QUALITY. Take into account the extent to which work meets expectations, the number of errors, and the amount of rejections or rework.

- Rarely Meets Job Requirements Occasionally Meets Job Requirements
 Meets Job Requirements Exceeds Job Requirements Not Applicable

Comments:

3. INITIATIVE. Consider how well the employee suggests actions or solutions and his or her capacity to work without supervision.

- Rarely Meets Job Requirements Occasionally Meets Job Requirements
 Meets Job Requirements Exceeds Job Requirements Not Applicable

Comments:

4. JOB KNOWLEDGE. Assess knowledge of job, procedure, equipment, as well as versatility and experience.

- Rarely Meets Job Requirements Occasionally Meets Job Requirements
 Meets Job Requirements Exceeds Job Requirements Not Applicable

Comments:

5. COOPERATION. Evaluate the ability to work with others and to enhance the performance of co-workers.

- Rarely Meets Job Requirements Occasionally Meets Job Requirements
 Meets Job Requirements Exceeds Job Requirements Not Applicable

Comments:

OTHER FACTORS.

Supervisor's Signature _____ Date _____

Date of Supervisor / Employee Conference _____

Employee's Signature _____ Date _____

(Employee signature does not indicate agreement with appraisal; it only acknowledges that the employee was given the opportunity to discuss the appraisal with the supervisor.)

- Recommendation: _____ Permanent employment
 _____ Continue to maximum probationary period of 6 months from original date of hire
 _____ Extend probationary period beyond normal 6 month limit to _____ (requires Vice-Chancellor and Human Resources approval)
 _____ Termination

Approval: _____ Date _____

Department Head

_____ Date _____

Dean

_____ Date _____

Vice Chancellor