



The University of Mississippi  
Performance Evaluation  
(Exempt Probationary)

Name of Employee \_\_\_\_\_ SAP # \_\_\_\_\_

Date of Employment \_\_\_\_\_

Department \_\_\_\_\_ Title \_\_\_\_\_

Appraisal Period \_\_\_\_\_ to \_\_\_\_\_

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**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 blanks that best describe the employee's performance and make comments as appropriate.*

1. 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:

2. 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:

3. PLANNING AND ORGANIZING. Assess the ability to develop long and short range plans and to perform work efficiently.

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

Comments:

4. 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:

5. JUDGEMENT. Consider the ability to make sound, rational, mature decisions.

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

Comments:

6. COMMUNICATION. Consider how thoroughly he/she communicates job-related information and knowledge with those who need to know, through written documents, email, and voice communications.

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

Comments:

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Date of Supervisor / Employee Conference \_\_\_\_\_

Employee's Signature (optional) \_\_\_\_\_ Date \_\_\_\_\_

Recommendation: \_\_\_\_\_ Permanent employment  
                                 \_\_\_\_\_ Continue to the 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