



VOLUNTEER STATE COMMUNITY COLLEGE
PROBATIONARY EMPLOYEE
SIX-MONTH EVALUATION FORM

This form is to be used for either a new hire employee or regular employee who has recently moved to a new position through promotion or transfer. This form must be completed prior to the end of the employee's probationary period, preferably towards the end of the fifth (5th) month or beginning of the Six (6th) month of the probationary period.

Employee's Name: _____	VSCC ID#: _____
Supervisor's Name: _____	Department: _____
Employment Date: _____	Six-month Evaluation Date: _____
	End of Probationary Period: _____

RATING CATEGORIES AND DEFINITIONS

OUTSTANDING	Consistently exceeds expectations. Performance is consistently characterized by exceptionally high work quality. Employees rated as outstanding repeatedly make contributions which are far above the requirements of their position. They use exceptional judgment and regularly exhibit mastery of their job assignments.
EXCEEDS EXPECTATIONS	Frequently exceeds expectations. Performance indicates thorough attention to and the completion of all assigned responsibilities. Unusual problems are properly considered and generally well handled. Individuals strive for job improvement and initiative is regularly displayed. The contribution of these individuals is usually beyond that expected.
MEETS EXPECTATIONS	Performance meets the requirements of the position. The position is being covered in an adequate manner and the responsibilities are being handled competently. THIS RATING IS NOT TO BE CONSIDERED AS MARGINAL PERFORMANCE.
NEEDS IMPROVEMENT	Performance does not consistently meet minimum expectations of the position. Supervisor needs to provide specific written expectations for improvement.
UNSATISFACTORY	Performance does not meet the requirements of the position.

Check boxes below to indicate performance:

Performance Areas Evaluated
Quality of Work: Consider neatness, accuracy and dependability of results, regardless of volume.
Quantity of Work: Consider the volume of work produced under normal conditions.
Ability to Learn New Duties: Consider the speeds with which the employee masters new routine and grasps explanations. Consider also ability to retain this knowledge.
Initiative: Consider the employee's willingness to contribute, develop and/or carry out ideas or methods.
Cooperation: Consider manner of handling business relationships and ability to work within team structure.
Judgment: Consider the employee's ability to think logically and make sound decisions.

Respond to the following:

1. What are employee's strongest point(s)?

2. What areas need to be improved the most?

3. Describe any incidents that have caused you concern or seemed to cause the employee concern.

4. Describe any concerns to be discussed with the employee.

What is your overall evaluation of the employee?

Recommended Action:

Supervisor's Signature: _____ Date: _____

Employee's Signature: _____ Date: _____

* I acknowledge that this six-month evaluation was discussed with me.

Dean/Department Head Signature: _____ Date: _____

Please forward original to the Office of Human Resources prior to end of employee's probationary period.