

PROBATIONARY PERIOD PERFORMANCE EVALUATION REPORT
REGULAR NON-EXEMPT EMPLOYEES

THE UNIVERSITY OF TENNESSEE
INSTITUTE OF AGRICULTURE

All newly-hired regular staff non-exempt employees, including those converting from term or student to regular appointments, shall serve one probationary period of ninety (90) calendar days in an active pay status with the University beginning with the first date of regular status. Each regular staff non-exempt employee shall have his/her work performance evaluated during the probationary period. *

Employee
Name: _____

Employee
S.S. No: _____

Responsible Department
Name: _____

Number: _____

1. The performance of the above named employee during the first 60 days of the 90-day probationary period has been:

- () Satisfactory
- () Unsatisfactory because _____

2. The above evaluation has been discussed with the employee. The employee will be:

- () Retained in the position
- () Terminated effective _____
Date

Supervisor's Signature Date

Distribution:
Business Office
Dean's Office

*For further information: PERSONNEL POLICIES AND PROCEDURES, Section 100, Probationary Period, 135.