

West Chester University

NONREPRESENTED EMPLOYEE - PROBATIONARY PERIOD EVALUATION (Levels 140-190 Only)

The probationary period is a preliminary time of employment for the purpose of determining the suitability of a Nonrepresented individual for continued employment. **At the beginning of the fifth month of employment**, the supervisor will complete this document to determine whether the individual will transition to regular status upon successful completion of their probationary period. The supervisor should reference the employee's Management Position Questionnaire (MPQ) and preliminary goals to assess their results to date; ability to apply their technical knowledge and previous experiences to their new role; to learn and apply WCU's policies, procedures, and processes; communication skills, successful integration into the department and University settings; and other critical, job specific competencies.

Each supervisor should meet regularly with their probationary employee to provide on-the-job instruction, establish performance standards, commend good work, and discuss areas where work needs improvement. Please use your discussions with this employee, your observations of the employee's work, and firsthand feedback from others as the basis for completing this evaluation.

Upon completion, please scan a copy to appraisals@wcupa.edu. Please keep an electronic copy of the completed evaluation for your files. If you have questions or concerns, contact Human Resources' Organizational Development at orgdev@wcupa.edu.

Employee's Name:	
Working Title:	
Classification Title:	
Department:	
Supervisor:	
Start Date:	

(Check One)

- The employee is suitable and recommended for continued employment.
 The employee is not recommended for continued employment.

Accomplishments:

Areas in Need of Improvement:

Employee's Signature _____ Title _____ Date _____

Immediate Supervisor's Signature _____ Title _____ Date _____