PROBATIONARY REPORT FORM

EMPLOYEE SSN: _____

NAME: _____

POSITION NUMBER: _____

CLASS: _____ WK CENTER: _____

DATE EVAL DUE: _____

FORM TYPE: _____

PURPOSE: PROBATION

DEPARTMENT OF PERSONNEL
STATE OF TENNESSEE
JOB PERFORMANCE PLANNING AND EVALUATION

DIRECTIONS

TO THE SUPERVISOR: COMPLETE FORM IN **INK** AND FILL IN BLOCKS EXAMPLE: ☒ NOT ◯

1. Check the employee label to be sure that it matches this form: **PROBATION** (DO NOT use this form for trainees in flexibly staffed positions.)

2. Conduct the Job Planning Discussion and prepare the job plan.
   - List the job responsibility code numbers and the titles of the job performance responsibilities under JOB PERFORMANCE RESPONSIBILITIES on the reverse side of this form.
   - Sign and date the Job Performance Planning block on this side of the form.

3. Conduct the Interim Reviews; date and sign the Interim Review Discussion block(s).

4. Conduct the Probationary Evaluation:
   - Complete the SUPERVISOR'S COMMENTS section on the reverse side of this form.
   - Review the description of the Overall Evaluation and Recommendation on this side of the form.
   - Mark the block corresponding to your Overall Evaluation and Recommendation.

5. Before submitting this form, be sure that Employee, Supervisor and Reviewer social security numbers, all dates and signatures have been filled in. Please check for accuracy.

JOB PERFORMANCE PLANNING DISCUSSION

EMPLOYEE'S SIGNATURE _____

DATE MO DAY YR

SUPERVISOR'S SIGNATURE _____

DATE MO DAY YR

SUPERVISOR SSN ___ — __ — ____

REVIEWER'S SSN ___ — __ — ____

1st INTERIM REVIEW DISCUSSION

EMPLOYEE'S SIGNATURE _____

DATE MO DAY YR

SUPERVISOR'S SIGNATURE _____

DATE MO DAY YR

2nd INTERIM REVIEW DISCUSSION

EMPLOYEE'S SIGNATURE _____

DATE MO DAY YR

SUPERVISOR'S SIGNATURE _____

DATE MO DAY YR

OVERALL EVALUATION & RECOMMENDATION

1. Overall job performance is **not acceptable.** Employee has not demonstrated satisfactory performance and cannot be employed in this position beyond the probationary period, nor can employment in other positions in State government be recommended. (To Personnel Officer: PNF201 must be attached.)
2. Overall job performance is **marginal.** Performance has not been sufficiently satisfactory, overall, to employ in this position beyond the probationary period. May be able to perform another kind of job quite well. (To Personnel Officer: PNF201 must be attached)
3. Overall job performance is **good.** Employee has performed all responsibilities well, justifying regular employment in this position. Consider for available merit salary increase. Grant one promotion bonus point.
4. Overall job performance is **superior.** Employee has performed all or most job responsibilities unusually well. Recommended for available merit salary increase. Grant two promotion bonus points.
5. Overall job performance is **exceptional.** Performance clearly warrants strong recommendation for available merit salary increase. Grant three promotion bonus points.

OVERALL EVALUATION & RECOMMENDATION

Not Acceptable	Marginal	Good	Superior	Exceptional
1	2	3	4	5

Employee
1 Agrees
2 Partially Agrees
3 Disagrees

EMPLOYEE'S SIGNATURE _____ DATE MO DAY YR

SUPERVISOR'S SIGNATURE _____ DATE MO DAY YR

REVIEWED BY _____ DATE MO DAY YR

_____ APPOINTING AUTHORITY DATE MO DAY YR

PR-0158 (Rev. 5-87)

JOB PERFORMANCE RESPONSIBILITIES

Please Print Clearly the job performance responsibilities for which job performance will be evaluated, in order of importance, on the lines below.

Example: *1021 Documenting field interviews*

1.
2.
3.
4.
5.
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14.
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17.
18.

TO THE EMPLOYEE Please write comments you wish to make in the space provided and sign on the line below to show that you have reviewed your work with your supervisor. Your signature does not necessarily mean that you agree with the performance ratings.

EMPLOYEE'S COMMENTS

Employee's Signature

SUPERVISOR'S COMMENTS

DIRECTIONS: In the space below, describe the employee's performance of his/her job responsibilities—the behaviors, work outcomes or products, and overall contributions to the organization on which you base your overall evaluation and recommendation.