



**AMERICAN UNIVERSITY OF SHARJAH**  
Human Resources Services

**Probation Review Form**

Employee Name: \_\_\_\_\_ Department: \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Evaluation Period: Hire Date: \_\_\_\_\_ Through: \_\_\_\_\_

**Instructions for Assessing New Employee:**

1. Evaluate all factors
2. Place a (√) in the box, which most clearly indicates your judgment on each factor.
3. Consider factors only as they are defined.
4. Comments should be made to support rating for each factor evaluated.
5. Evaluate the employee based on what he/she has performed during this evaluation period.

1. Quality of Work: Exclude volume. Consider accuracy, neatness, thoroughness. Does employee produce work, which meets acceptable standards?
  - Exceptional
  - Satisfactory
  - Unacceptable

2. Quantity of Work: Exclude quality. Does employee produce an acceptable amount of work?
  - Exceptional
  - Satisfactory
  - Unacceptable

3. Dependability: How reliable is the employee in performing work and following instructions:
  - Exceptional
  - Satisfactory
  - Unacceptable

4. Collaboration: How well does employee cooperate and work with other team members?
  - Exceptional
  - Satisfactory
  - Unacceptable

5. Work Behavior: Consider employee's behavior in interacting with team members, adhering to policies as well as attentiveness to his/her job. Is it constructive behavior?
  - Exceptional
  - Satisfactory
  - Unacceptable

6. Initiative: Does the employee start action/work on things without being told? Does the employee wait to be told what to do or does he/she see things that need to be done and do them?
  - Exceptional
  - Satisfactory
  - Unacceptable

<p>7. Judgment: Consider the experience, logic and thought that the employee uses in arriving at decisions, suggestions and conclusions in performing the duties of this job.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Exceptional</li> <li><input type="checkbox"/> Satisfactory</li> <li><input type="checkbox"/> Unacceptable</li> </ul>
<p>8. Punctuality and attendance: Consider the employee's promptness in reporting to work, respect of break and lunch times and frequency of absences and lateness.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Exceptional</li> <li><input type="checkbox"/> Satisfactory</li> <li><input type="checkbox"/> Unacceptable</li> </ul>
<p>9. Ability to Learn: Does the employee pick up instructions quickly and retain what is taught to him/her? Has he/she progressed at an acceptable pace?</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Exceptional</li> <li><input type="checkbox"/> Satisfactory</li> <li><input type="checkbox"/> Unacceptable</li> </ul>
<p>Do you recommend that the employee be confirmed to this post? Yes ___ No ___</p>
<p>Evaluating Supervisor: _____ Date: _____</p> <p>Reviewing Dean/Director: _____ Date: _____</p> <p>Comments: _____</p> <p>_____</p> <p>_____</p>
<p>Employee's Signature: _____ Date: _____</p> <p>Comments: _____</p> <p>_____</p> <p>_____</p> <p>_____</p>