**90-day Probationary Staff Performance Appraisal**

The cornerstone of a successful working relationship between a supervisor and staff member is constant communication and feedback. As a staff member enters a new role at Lincoln University (LU), it is imperative that the supervisor provide feedback to enable their success. While an appraisal is only one form of communicating this information, it helps to memorialize areas of strength and development. In addition to this appraisal, supervisors are encouraged to make staff member feedback a continuous activity and find other communication methods that support your departmental needs and your team. The 90-Day Probationary Staff Performance Appraisal also provides an opportunity for the supervisor to reiterate goals and expectations with a new team member. The new staff member should determine if he/she is committed to continued employment at LU.

*Supervisors: Please complete the form below, discuss with the staff member, then gather both required signatures, and return as indicated at the end of this form within 10 business days of the 90-day probationary date.*

**TO BE COMPLETED BY APPRAISER**

STAFF MEMBER INFORMATION

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name** |  | | **LU Date of Hire/Transfer** | | |  |
|  |  | |  | | |  |
| **Title** |  | | **Date of 90th Day** | | |  |
|  |  | |  | | |  |  |  |
| **Department** | |  | | **Division** |  | |
| **or Program** | |  | |  |  | |

EVALUATION

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| *Ratings* | *1* | *Unacceptable\** | *2* | *Needs Improvement* | *5* | *Outstanding\** |  |
|  |  | *Requires comments* | *3* | *Meets Expectations* |  | *Requires comments* |  |
|  |  |  | *4* | *Exceeds Expectations* |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Category** | **Rating** | **\*Comments** |
| **Quality of Work** |  |  |
| **Effective Productivity** |  |
| **Working Relationships** |  |
| **Job Knowledge** |  |
| **Initiative** |  |
| **Judgment** |  |
| **Professional Conduct** |  |
| **Communication** |  |
| **Technical Skills** |  |
| **Listening Skills** |  |
| **Writing Skills** |  |
| **Attendance/Dependability** |  |
| ***Average Score*** |  |

|  |  |
| --- | --- |
| **Performance Assessment Factors** | **Descriptions** |
| **Quality of Work** | Performs work assignments reliably, accurately, and promptly. |
| **Effective Productivity** | Use of time, the volume of work accomplished, ability to meet schedules productivity levels. |
| **Working Relationships** | Cooperation and the ability to work with supervisors, co-workers, students, and Internal/External clients served. |
| **Job Knowledge** | The staff member has the skill and know-how to perform the full range of work assignments. |
| **Initiative** | The staff member is resourceful, self-reliant, requires minimum supervision, solves problems, and finds better methods in the work area. |
| **Judgment** | Effectively demonstrates the ability to make a decision or form an opinion wisely especially in matters affecting action, good sense, and discretion. |
| **Professional Conduct** | The staff member acts with respect, honesty, trustworthiness, transparency, accountability, confidentiality, and objectivity. |
| **Communication** | Regularly solicits constructive feedback, builds consensus, and asks well thought out and well-prepared questions. Encourages open communication, cooperation, and the sharing of knowledge. |
| **Technical Skills** | Knowledge and capabilities to perform specialized tasks. |
| **Listening Skills** | Allows the speaking party to finish talking before asking questions. Demonstrates concentration and enthusiasm when listening to other people. Interrupts conversations politely and respectably before expressing views and ideas. |
| **Writing Skills** | Clear, concise, and well-organized written communication that is crafted appropriately for the target audience and free from grammar, punctuation, and spelling errors. |
| **Attendance/Dependability** | The staff member is punctual and has regular attendance. |

ACTION – Select the appropriate box.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **1. The staff member is making satisfactory progress.** |  | |  | **3. Terminate employment** – Appraiser **must** consult HR before choosing this option. |
|  | **2. The staff member is not making satisfactory progress; immediate improvement is needed.** |  | |  |  |
|  | Other - *Please describe.* | |  | | |
|  |  | |
|  |  | |
|  |  | |

**TO BE COMPLETED BY APPRAISER**

|  |  |  |
| --- | --- | --- |
| **Appraised by** *(please print)* | |  |
| **Title** |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Department/Program** |  | **Division** |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature** |  | **Date Reviewed With Staff Member** |  |

**TO BE COMPLETED BY STAFF MEMBER**

***My signature below indicates that this performance appraisal was discussed with me and that I have read and received a copy of the completed Performance Appraisal document. My signature does not necessarily indicate my endorsement of this appraisal.***

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature** |  | **Date** |  |

***Responses to these questions should be included in your comments:***

* *How have you found your first three months working in this position?*
* *What has gone well and why?*
* *What could you improve on and why?*

|  |  |
| --- | --- |
| **Staff Member’s Comments** |  |

*Supervisors must send completed and signed 90-Day Probationary Staff Performance Appraisals via email to Marie Billie, Director of Labor & Employee Relations, at* [*mbillie@lincoln.edu*](mailto:mbillie@lincoln.edu)*.*

*Office of Human Resources (rev. 9/2020)*