

Probationary Review Revised 2/2018

INSTRUCTIONS: Use this form to provide feedback to an employee during their 180-day probationary period at UT. The probationary period is a part of the selection process and is intended to assess whether a probationary employee's performance, ability and behaviors merit continuation of employment. It is your responsibility to notify an employee when his or her performance is below acceptable standards.

Check One: □45-Day Review	☐ 90-Day	Review 135-Day Review		
Employee Name		Title		
Department				
Reviewed by		Date of Review		
Date of initial employment with UT:				
Employee will complete first 180 days of	of employment or	n:		
Evaluate the employee's progress to d	ate:			
Employee is making satisfactory prog	ress			
Employee is not making satisfactory p	orogress \Box			
Consider all position expectations. If the for aiding the employee in continuing hi nature of problem, any previous dates o necessary.	s/her progress on	the job. If the employee is not making	ng satisfactory progress, indicate	
Supervisor Signature	Date	Employee Signature	Date	
Printed Name and Title		Printed Name and Title	Printed Name and Title	