



**GRAND RAPIDS COMMUNITY COLLEGE  
EDUCATIONAL SUPPORT PROFESSIONALS  
(GRCCESP)  
FORMAL PROBATIONARY EVALUATION**

NAME		JOB TITLE	
DATE OF EVALUATION		SUPERVISOR	

	YES	NO	N/A		YES	NO	N/A
<b>JOB KNOWLEDGE</b>				<b>COOPERATION</b>			
Understands duties/functions				Works harmoniously & effectively with others			
Understands policies & procedures necessary for job performance				Willing to help others with special & emergency work assignments			
<b>QUALITY OF WORK</b>				<b>INITIATIVE/INNOVATION</b>			
Meets requirements for accuracy				Introduces new ideas & methods to improve work processes			
<b>JUDGEMENT</b>				<b>COMMUNICATION</b>			
Knows scope of job responsibilities				Demonstrates effective written communication skills			
Can be relied upon to take appropriate action				Demonstrates effective oral communication skills			
<b>DEPENDABILITY</b>				<b>SUPERVISION/LEADERSHIP</b>			
Meets assigned deadlines				Delegates work effectively			
Works scheduled hours				Supervises work of others effectively			
Willing to work flexible hours when needed							

	Supervisor's Recommendations to correct performance issues	Employee's comments
List specific actions to be taken to correct performance weaknesses. If none, state none.		

Employee has successfully completed probationary period.			
Employee remains on probation for _____ months to correct performance weaknesses.			
Supervisor's Signature		Date	
Employee's Signature		Date	

