

# **GEORGIA SOUTHWESTERN STATE UNIVERSITY**

## **POLICY STATEMENT**

### **3-MONTH PROBATIONARY REVIEW**

As you know, new employees are required to serve a 6-month probationary period. Our procedures require an initial performance review at 3 months with a final probationary review just before completion of 6 months of service.

Enclosed is the performance review form that must be completed at the 3-month employment interval. When you complete this form, please use the following guidelines:

1. If the employee is meeting or exceeding all of the job requirements, you should reflect that by rating the employee satisfactory, complete the supervisor's comment section, meet with the employee to discuss the evaluation and restate performance expectations. After the employee signs the evaluation and offers his/her comments on the form, it should be sent to the Human Resources Office for filing in the employee's personnel file.
2. If the employee is not meeting acceptable performance standards for the position, you should have indicated your concerns to the employee early on in his/her appointment and now is the time to document recurring concerns you have with this employee's performance. You should reflect a rating of improvement necessary or unsatisfactory and, using the supervisor's comment section, summarize what the problems are and what corrective action the employee needs to take to improve before the end of the 6-month probationary period. Please make sure that you take the time to meet with the employee to discuss the evaluation. The employee should be encouraged to comment on the evaluation. Please return the signed evaluation form to the Human Resources Office. An employee may also be terminated at this point due to poor performance but only after consultation with the appropriate Senior Administrative Officer and the Director of Human Resources.

Department Heads should feel free to contact the Human Resources Office for assistance with this process.

**PLEASE RETURN THIS FORM TO THE HUMAN RESOURCES OFFICE.**

GEORGIA SOUTHWESTERN STATE UNIVERSITY

HUMAN RESOURCES OFFICES

**Probationary Employee Performance Appraisal**

**3-Month Review**

EMPLOYEE'S NAME:

POSITION:

DEPARTMENT:

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In accordance with the attached instructions, please complete this form and return it to the Human Resources Office.  
The above named employee's performance is:

Satisfactory

Improvement Necessary

Unsatisfactory

Recommend Termination of Employment

SUPERVISOR'S COMMENTS:

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**Signature of Supervisor**

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**Signature of Department Head**

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**Date**

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EMPLOYEE'S COMMENTS: My supervisor/Department Head has reviewed this evaluation with me and my comments, if any, are given below. My signature does not necessarily signify that I agree or disagree with this evaluation, only that it has been discussed.

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**Signature of Employee**

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**Date**

## **6. Performance Evaluations**

Georgia Southwestern has established a system of performance evaluations for all classified employees. These evaluations provide a documented record of the employee's job performance and a means of defining strengths and weaknesses in job performance. In addition, it provides an opportunity for communication between the supervisor and employee on the subjects of job requirements, performance expectations for the future, and potential for personal or professional development. All classified employees are evaluated by their immediate supervisor or department head on an annual basis.

Employees in the six-month provisional period will have a formal written evaluation after three months of employment and prior to completing the 6-month provisional period.

Special Note: The Performance Evaluation guidelines, procedures and forms for classified staff are available in the Human Resources Department.