



**Cornell University**  
**PROBATIONARY REVIEW FORM**



**(For employees covered by Collective Bargaining Agreements)**

**Employee Information**

Name: \_\_\_\_\_ Date probation period begins: \_\_\_\_\_  
(first, middle, last) month/day/year

Empl ID #: \_\_\_\_\_ Date probation period ends: \_\_\_\_\_  
month/day/year

Job Title: \_\_\_\_\_ Grade: \_\_\_\_\_ Date extension period ends: \_\_\_\_\_  
(as approved by or Workforce Policy & Labor Relations and/or the Union President - see applicable Collective Bargaining Unit Agreement for instructions) month/day/year

Department: \_\_\_\_\_

**Supervisor Information**

Name: \_\_\_\_\_ Campus Address: \_\_\_\_\_

**Before completing this form, refer to the instructions. Reference may also be made to applicable Collective Bargaining Unit Agreement.**

**Areas for review**

1. Have you reviewed the job description with the employee?  Yes  No
2. Have you provided the employee with a copy of the job description?  Yes  No
3. How has the employee accomplished what you would expect after this short period of employment with respect to:
 

	Fails to meet job standards	Meets job standards	Exceeds job standards
Knowledge of job	_____	_____	_____
Productivity	_____	_____	_____
Quality of work	_____	_____	_____
Work attitude and cooperation	_____	_____	_____
Dependability	_____	_____	_____
Initiative	_____	_____	_____
4. Are there certain areas where the employee excels?  
Specify: \_\_\_\_\_
5. Are there areas where improvement is desirable?  
Specify: \_\_\_\_\_

**Evaluation**

1. Do you wish to retain this employee?  Yes  No  
Comments: \_\_\_\_\_
2. Was an extension approved by Human Resources?  Yes  No (see instructions)

**Comments**

It is extremely important at this time to talk with the employee about progress, point out areas of satisfactory work, discuss areas where improvement is needed, and engage in future performance planning.

Supervisor's Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Employee's Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Signatures**

Supervisor's Signature: \_\_\_\_\_ Date of review: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_  
(Employee's signature acknowledges receipt only.)

# INSTRUCTIONS FOR SUPERVISORS

## Probationary Review Process

If the employee meets or exceeds job standards, the supervisor and employee should formally discuss the employee's performance. The 90-calendar day probationary review form aids in this discussion. **It provides the supervisor** an opportunity for structured conversation about performance, offers an occasion for positive feedback to reinforce good performance, and aids in identifying problems and needs for additional training. **It provides the employee** with an opportunity to review job requirements and supervisor expectations, and creates an opportunity for conversation about continuing interest in the job.

The supervisor should complete all sections of the form except for **Employee's Comments and Employee's Signature which are intended for completion by the employee.**

**Upon completion, the supervisor should retain the original in the departmental file and provide a copy of the form to the employee.**

## Probationary Extension Process

For information on extending the probationary period please refer to the applicable collective bargaining agreement or call Workforce Policy and Labor Relations at 255-4652.

Even in cases when an extension is granted, the probation review form should be completed and sent to the College/Unit Human Resource Office. During the extension period, the supervisor will continue to instruct and support the employee in areas where improvement is desired. Near the end of the extension period an extension form should be completed and distributed in the same manner as the probation review form.

If performance remains unsatisfactory during the extension period, the supervisor should again contact Workforce Policy and Labor Relations.

---

**Note:** In the event the employee terminates employment during the probation period, the supervisor should submit the review form to the College/Unit Human Resource office with a note of explanation.

---