



PROBATIONARY STAFF EVALUATION FORM

Mission – Charles R. Drew University of Medicine and Science is a private non-profit student centered University that is committed to cultivating diverse health professional leaders who are dedicated to social justice and health equity for underserved populations through outstanding education, research, clinical service, and community engagement.

EMPLOYEE NAME:		
Evaluation Type: Annual <input type="checkbox"/> Bi-Annual <input type="checkbox"/> Other <input type="checkbox"/>		
TITLE:	EVALUATION PERIOD:	TO:
DEPARTMENT:	DIVISION:	
SUPERVISOR'S NAME:		
SUPERVISOR'S TITLE:		

In accordance with University Policy, the attached Probationary Form should be completed before the employee completes six (6) months or one (1) year of probationary employment at Charles R. Drew University of Medicine and Science.

1. Is employee dependable with regard to work schedule and punctuality? <i>CDU Value: Excellence, Integrity</i>	<input type="radio"/> Yes	<input type="radio"/> Sometimes	<input type="radio"/> No
2. Is employee able to work on multiple tasks with varying deadlines? <i>CDU Value: Excellence</i>	<input type="radio"/> Yes	<input type="radio"/> Sometimes	<input type="radio"/> No
3. Is employee's utilization of time on the job appropriate? <i>CDU Value: Excellence, Integrity</i>	<input type="radio"/> Yes	<input type="radio"/> Sometimes	<input type="radio"/> No
4. Does the employee consistently display an appropriate attitude? <i>CDU Value: Excellence, Integrity, Diversity</i>	<input type="radio"/> Yes	<input type="radio"/> Sometimes	<input type="radio"/> No
5. Is work organized and prioritized appropriately? <i>CDU Value: Community, Excellence</i>	<input type="radio"/> Yes	<input type="radio"/> Sometimes	<input type="radio"/> No
6. Are assignments completed in a timely manner? <i>CDU Value: Excellence,</i>	<input type="radio"/> Yes	<input type="radio"/> Sometimes	<input type="radio"/> No
7. Does the employee assume an appropriate role in department functions? <i>CDU Value: Leadership, Diversity, Compassion</i>	<input type="radio"/> Yes	<input type="radio"/> Sometimes	<input type="radio"/> No

8. Does the employee know his/her limitations and request assistance when necessary? <i>CDU Value: Leadership, Excellence, Diversity</i>	<input type="radio"/>	Yes	<input type="radio"/>	Sometimes	<input type="radio"/>	No
9. Does the employee display the appropriate level of skills? <i>CDU Value: Excellence, Diversity, Integrity</i>	<input type="radio"/>	Yes	<input type="radio"/>	Sometimes	<input type="radio"/>	No
10. Please indicate those areas in which the employee is exceeding initial performance expectations:						
11. Are there areas of job performance that are cause for concern?	<input type="radio"/>	Yes	<input type="radio"/>	Sometimes	<input type="radio"/>	No
12. Does employee demonstrate effective supervisory/management skills? <i>CDU Value: Leadership, Excellence, Integrity, Compassion, Diversity</i>	<input type="radio"/>	Yes	<input type="radio"/>	Sometimes	<input type="radio"/>	No
					<input type="radio"/>	N/A
HAS EMPLOYEE SATISFACTORILY COMPLETED PROBATION?	<input type="radio"/>	Yes			<input type="radio"/>	No

Employee comments:

Employee Signature:

Date:

Supervisor Signature:

Date: