



## Probationary Progress Review/Extension/Completion Form

**Planning:** All employees will use the Lead@UVA system to document performance expectations within 30 days of their start date.

**6-Month Probationary Review:** Supervisors must meet with probationary employees at six months to inform the employee of progress made toward their performance plans. A written six-month evaluation, documented on this form, is expected for all probationary employees. Once this form has been completed and reviewed with the employee, the document should be attached to the employee's current Lead@UVA performance record.

**Extensions:** All extensions of the probationary period must be documented on this form, submitted to UHR, **communicated in writing to the employee**, and attached to the employee's current Lead@UVA performance record.

**Completion of Probationary Period:** Successful completion of an employee's probationary period must be documented on this form, provided to the employee and UHR, and attached to the employee's current Lead@UVA performance record.

For additional questions relating to the probationary period, refer to the [Probationary Period for University Staff policy](#).

<b>Section 1. Today's Date:</b>		<b>Hire Date:</b>	
Purpose of this form (check one):			
6 month Review (Section 2)		Probationary Period Extension (Section 3)	Probationary Period Completion (Section 4)
Employee Name (Last, First, Middle)			Employee ID Number
Position Number		Job Title	
Work Title		Organization	
Employment Date	Supervisor's Name		Supervisor's Title
<b>Section 2. (As entered in Lead@UVA)</b>			
Progress made toward performance goals:			
Progress made toward competency development:			
Progress made toward development activity:			

<b>Overall Results of Review</b>	
Exceptional	significantly and consistently exceeds expected performance level
Highly Effective	consistently achieves and often exceeds expected performance level
Effective	consistently achieves expected performance level
Inconsistent	inconsistently achieves expected performance level; needs improvement
Unsatisfactory (note improvement plan below)	rarely achieves expected performance level; requires significant and immediate corrective action
Improvement Plan:	
<p><b>Section 3. Complete this section for Probationary Period Extensions only.</b></p> <p>The employee's probationary period has been extended.      Period of extension (not to exceed 6 months)</p> <p>Reasons for extension(absence, change in supervisor, job changes):</p>	
<p><b>Section 4. Signatures</b></p> <p>Employee has successfully completed probation.</p> <p>Employee's probation has been extended.</p> <p>Employee has not successfully completed probation and termination is recommended (Consult UHR Employee Relations).</p> <p>Employee resigned prior to the end of probation.</p>	
Supervisor's Signature:	Date:
Employee's Signature:	Date:
Reviewer's Signature (required for terminations and extensions only):	Date: