**A. Result:**

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| --- | --- | --- | --- |
| **Probationary period:** | **☐ Needs Attention ☐ Well Done** | **☐ Stand Out** | **Period end date:** Click here to enter a date. |

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| --- |
| **B. Probationary Period Expectations & Comments** Expectations at the start & during the period. Comments at the end of the period |
| 1. Job Accountabilities   Comments |
| 1. Goals (probationary goals should be focused on onboarding and key job duties)   Comments |
| 1. Collaboration   Comments |
| 1. Inclusion & Belonging   Comments |
| 1. Innovation   Comments |
| Supervisor Initials:       Date: Click here to enter a date. Employee Initials:       Date: Click here to enter a date. |

**C. Comments on Overall Performance:** Comments are **required** **either here or above** to explain the results. Refer to the [Achievement Criteria Performance Indicators](https://hr.berkeley.edu/performance/achieve-together/achieve-together-achievement-criteria) and [Principles of Community](https://diversity.berkeley.edu/principles-community). Describe specific behaviors that illustrate where performance in one or more of the indicators *meets* or *does not meet expectations*. Highlight opportunities for growth and development; note recognition received. If there are issues to be addressed outside section B, they should be included here.

Click here to enter text.

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| **D. Signatures:**  **Employee:**  My signature indicates I have received a copy of this review. *You may attach a response.*  Name:  Signature:       Date: Click here to enter a date.  ☐Employee is unavailable for signature or refused to sign | **Supervisor:**  Name:  Title:  Signature:  Date: Click here to enter a date.  Next Level Supervisor (if required):  Title:  Signature:  Date: |

***Next Check-in Conversation Expectations (to be documented via achieveform.berkeley.edu)***

***Learn more about check-in timelines and documentation due dates*** [***here***](https://hr.berkeley.edu/performance/achieve-together/achieve-together-check-ins)

**E. Top 3-5 Goals *for next period***  Learn more about goal setting [here](https://hr.berkeley.edu/performance/achieve-together/achieve-together-goals).

1.

2.

3.

4.

5.

**Email completed form to your HR Partner**