**A. Result:**

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

|  |
| --- |
| **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**