



PERFORMANCE FEEDBACK GUIDE

Provisional Period of Employment

Performance feedback is an ongoing process to assure continuing two-way communication between employee and supervisor and it is particularly important during the provisional period. The goal during the provisional period is to provide feedback and guidance that will help the employee succeed. It begins with mutually understood job expectations, continues with constructive feedback and ends with completion of the feedback form to discuss and document employee job performance.

Meeting Performance Expectations

If the employee is meeting expectations to complete the form, please do the following:

- Consider the employee's performance as it relates to each job responsibility and job competency you have identified and select the appropriate rating from the 5 point scale.
- Provide specific job performance examples to support the rating.
- Establish future performance and development goals.
- Comment on other job related strengths and areas of improvement.
- Encourage the employee to add comments.
- Sign the completed form and ask for employee's signature.
- Keep a copy of the form for your records, send a copy to Human Resources, and give a copy to the employee.

If the employee is not meeting performance expectations within the first 90 days of employment, the 90-day period of employment can be extended up to 90 additional days. In this situation, use the performance evaluation form to document this decision. Indicate that the provisional period of employment is being extended for an additional time period and note the date of the next evaluation. Provide the employee with specific suggestions on how performance can be improved. Be sure to follow up with timely feedback.

If the employee is not meeting expectations during the 90 day period and the provisional period will not be extended, contact Human Resources for guidance.

Call Human Resources at x16681 if you have questions or concerns about the performance feedback process.