Brief Instructions for Classified Performance Evaluations

**Progress Report Form**

This form is the more extensive performance evaluation form.

This form must be used for any evaluations done during an employee’s probationary year.

This form must also be used for any employee receiving a rating less than “Exceeds Performance Standards” or “Meets Performance Standards” for one or more of the statements.

**Exceeds Expectations Evaluation Form**

This form is a brief evaluation to be used for employees that exceed performance standards and have completed their probationary period.

**Meets Expectations Evaluation Form**

This form is a brief evaluation to be used for employees that meet performance standards and have completed their probationary year.

1. Complete the appropriate form (manager)
2. Meet with the employee to review the form
3. Sign the form in the appropriate locations
4. Return the original form to Eileen Luna, Human Resources Technician I in Human Resources