



**Supervisor Comments:**

Areas of Improvement: Comment on each NM

Extenuating Circumstances: Comment on each EC

Strengths & Accomplishments Comments:

Changes in Performance Objectives for the next evaluation period:

For employees on probation complete this section.

\_\_\_\_\_ Remove employee from Probation Status

\_\_\_\_\_ Extend probation until \_\_\_\_\_ at which time the employee will be reevaluated.  
(date)

**Employee Comments:**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date