



**\*\*PERSONNEL SENSITIVE\*\***

**SURA/JLAB  
PROBATIONARY PERFORMANCE APPRAISAL**

*ALL PROBATIONARY EMPLOYEES WILL RECEIVE A PERFORMANCE APPRAISAL AT SIX MONTHS FROM DATE OF EMPLOYMENT, UNLESS THE SIX-MONTH ANNIVERSARY DATE FALLS WITHIN 60 DAYS OF THE ANNUAL (APRIL 30) OR MIDYEAR APPRAISAL CYCLE. IN THAT EVENT, THE ANNUAL OR MIDYEAR APPRAISAL FORMS MAY SERVE AS A PROBATIONARY APPRAISAL. ADDITIONAL APPRAISALS WILL BE DUE SIX MONTHS AFTER EACH ANNUAL APPRAISAL UNTIL THE PROBATIONARY PERIOD IS COMPLETED (24 MONTHS).*

*ATTACH A COPY OF THE EMPLOYEE'S CURRENT PERFORMANCE OBJECTIVES.*

Staff Member's Name	Employment Date
<input type="checkbox"/> Employee received an appraisal on _____ (date) during the Lab's annual or midyear appraisal cycle.	

**SUMMARY OF PERFORMANCE (attach additional pages if needed)**

Accomplishments

Areas Needing Attention

Action Plan

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**SIGNATURES**

Supervisor's Signature/Date \_\_\_\_\_

2<sup>nd</sup> Level Reviewer/Date \_\_\_\_\_

Staff Member's Signature/Date \_\_\_\_\_

*SEND ORIGINAL SIGNED APPRAISAL TO HUMAN RESOURCES, WITH COPIES TO DIVISION OFFICE, SUPERVISOR AND STAFF MEMBER.*

