

Probationary Progress Review Quick Guide

Probationary Period

The probationary period is defined (Per [Policy 1322](#)) as the introductory period of employment that allows the employee and JMU to determine if the employee is suited for the job. During the probationary period, employees may be terminated at the discretion of the appointing authority, without access to the State Grievance Procedure. The normal probationary period is 12 months; however, it can be extended as described in this policy for up to 18 months for performance reasons, if an employee is absent for an extended period of time, or if an employee moves to another position within the last six months of the 12-month period.

Supervisor Responsibilities

Complete the [Probationary Progress Review Form](#) and meet with the employee at the end of 3, 6 and 9 months to record and review employee progress towards meeting established core responsibilities, special assignments and departmental values as well as make recommendations for performance improvement. The 12 month review should be completed three weeks prior to the completion of the probationary period. Retain a copy for your departmental records. Give the employee a copy. Submit completed form to your HR Consultant Team member.

Why is it important to complete Probationary Progress Reviews (PPR)?

- The probationary period is a critical time for an employee to learn the expectations of their role and what is necessary to be successful in it. Critical feedback is essential to their growth and development.
- The PPR allows the supervisor to address performance issues as they arise, clarify the expectation, and allow the employee time to correct the behaviors.
- Communication during the review process helps to establish trust and build professional relationships. Solicit feedback from the employee to determine what guidance/training they might need.
- Missed or incomplete reviews can potentially hinder the ability to proceed with future disciplinary action.
- Merit increases for probationary employees, when available, are based on the employee's most recent PPR rating.

Guidance on Completing Effective PPRs

- Be honest!
- Include both positive and critical/negative feedback, when applicable
- Provide detail, share examples
- Express to the employee their value and impact on others and the university
- Submit in a timely fashion

Resources

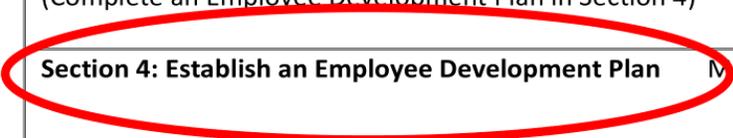
- Probationary Progress Review Form
- Policy 1322: Classified Employee Probationary Period
- Performance Evaluation Process
- Supervisor Toolkit
- HR Consultant

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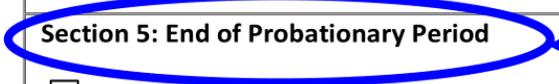
Employee Name (Last, First, Middle)		Employee ID	Date of Employment
Working Title		Department	Supervisor Name
Section 1: Check applicable review period <input type="checkbox"/> 3-month <input type="checkbox"/> 6-month <input type="checkbox"/> 9-month <input type="checkbox"/> 12-month <input type="checkbox"/> Other _____			
Section 2: Comment on employee's progress towards meeting established performance expectations			
<input type="checkbox"/> Optional attachments added			
<div style="border: 2px solid purple; padding: 10px; width: fit-content; margin: 0 auto;"> <p>Provide detail. Share examples. Let the employee know you see them and are invested in their success!</p> </div>			
Section 3: Indicate overall results of review <input type="checkbox"/> Contributor Performance shows consistent achievement toward meeting established performance expectations <input type="checkbox"/> Below Contributor Performance shows deficiencies which interfere with the attainment of performance expectations (Complete an Employee Development Plan in Section 4)			
Section 4: Establish an Employee Development Plan Must be completed for employee receiving Below Contributor rating			
<input type="checkbox"/> Optional attachments added			
Performance Objectives		Steps/Resources	
1.		1.	
2.		2.	
3.		3.	
<div style="border: 2px solid red; padding: 10px; width: fit-content; margin: 0 auto;"> <p>This section must be completed when indicating an overall rating of Below Contributor. It is <i>optional</i>, but a great tool when indicating an overall rating of Contributor.</p> </div>			
Section 5: End of Probationary Period			
<input type="checkbox"/> Probationary period has been satisfactorily completed (typically at the 12-month interval)			
<input type="checkbox"/> Probationary period has been extended until _____ (see Policy #1322 for extension reasons)			
<input type="checkbox"/> Employment is being terminated effective _____ (contact your HR Consultant)			
Supervisor signature			Date
Reviewer signature			Date
Employee signature			Date



Provide detail. Share examples. Let the employee know you see them and are invested in their success!



This section must be completed when indicating an overall rating of Below Contributor. It is *optional*, but a great tool when indicating an overall rating of Contributor.



Don't forget to check the top box when the employee has satisfactorily completed their probationary period.