**Portland Community College**

**Classified Staff Assessment**

**Initial Three-Month Performance Review**

**Employee:** **ID #:** G-

**Job Title:** **Department:**

**Supervisor:** **ID #:** G-

In accordance with Article 13.12 of the Classified Agreement, supervisor and employee are to meet in the third month of the probationary period. The employee's performance is to be discussed with an emphasis on any areas of deficiency that might prevent satisfactory completion of the probationary period. The review will be placed in the employee’s personnel file.

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| 1. **Describe areas of satisfactory job performance:** |
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| 1. **Identify areas of unsatisfactory job performance which, if not corrected, will prevent satisfactory completion of the probationary period:** |
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| 1. **Describe specific changes necessary for employee to achieve satisfactory job performance, if any:** |
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