



Monmouth County Department of Human Resources

EMPLOYEE PROGRESS REPORT

90 Day Working Test Period

1st 30 Days 2nd 30 Days 3rd 30 Days

To: _____ Date of Rating: From: _____ To: _____

Title: _____ Department: _____

FACTORS	BELOW AVERAGE	AVERAGE	ABOVE AVERAGE	EXAMPLES REQUIRED FOR ABOVE OR BELOW AVERAGE
QUALITY: Accuracy, thoroughness, timeliness.				
QUANTITY: Volume of passable work regularly produced.				
JOB KNOWLEDGE: Knowledge and understanding of job responsibilities.				
ATTENDANCE: Maintain level necessary to meet job responsibilities.				
JOB ATTITUDE: Willingness to do assigned work, interest, cooperation with others.				
WORK HABITS: Adaptability, safety, need for supervision.				
COMMUNICATION SKILLS: Transmits knowledge and ideas of position requirements.				

For the above rating period your performance is: SATISFACTORY UNSATISFACTORY

Satisfactory completion of the 90 Day Working Test Period indicates that you have successfully completed the New Jersey Civil Service Commission examination process, and the Monmouth County probationary period.

Check if additional sheets with supervisor comments are attached.

SUPERVISOR'S SIGNATURE: _____ DATE: _____

DEPARTMENT HEAD SIGNATURE: _____ DATE: _____

My signature means that I have received and reviewed this evaluation but does not indicate my approval or disapproval of this evaluation. I understand that I may attach a response to this rating.

EMPLOYEE SIGNATURE: _____ DATE: _____



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