



**PROGRESS REPORT FOR NON-EXEMPT OR UNION EMPLOYEES**

<b>Meeting Date:</b>	<b>Start Date:</b>	<input type="checkbox"/> <b>1st Meeting</b>	<input type="checkbox"/> <b>2nd Meeting</b>	<input type="checkbox"/> <b>Final Meeting</b>
<b>M#</b>	<b>Department</b>	<b>Name:</b>		

\*\*\* Please attach employee's completed Staff Orientation Form with the first progress report submission.

Complete this evaluation using the following scale:

<b>Exceptional</b> 5	<b>Exceeds Expectations</b> 4	<b>Meets Expectations</b> 3	<b>Needs Improvement</b> 2	<b>Unsatisfactory</b> 1
Performance noticeably exceeded expectations and made a unique contribution to the achievement of the University or Departmental objectives. This rating is reserved for the top, truly distinguished performer.	Performance consistently exceeded expectations and made noteworthy contributions beyond what was planned. This rating is reserved for those who can be easily recognized for performing above and beyond.	Performance consistently met with University standards and expectations. All critical goals were achieved. Staff member widely recognized as a valued contributor.	Performance often met, but did not meet consistently meet expectations. One (or more) of the most critical objectives was not met. Incumbent typically needs further coaching and development to fully meet position expectations.	Performance was below in expectations in essential areas of responsibility, with key goals and objectives missed. Contribution was typically below that of peers or incumbents in comparable positions.

	Exceptional	Exceeds Expectations	Meets Expectations	Needs Improvement	Unsatisfactory
<b>Employee's progress to date</b>	<input type="radio"/> 5	<input type="radio"/> 4	<input type="radio"/> 3	<input type="radio"/> 2	<input type="radio"/> 1
<b>Demonstrated required job skill and knowledge</b>	<input type="radio"/> 5	<input type="radio"/> 4	<input type="radio"/> 3	<input type="radio"/> 2	<input type="radio"/> 1
<b>Demonstrated ability to understand &amp; follow directions</b>	<input type="radio"/> 5	<input type="radio"/> 4	<input type="radio"/> 3	<input type="radio"/> 2	<input type="radio"/> 1
<b>Quality of work (Efficiency, neatness, management)</b>	<input type="radio"/> 5	<input type="radio"/> 4	<input type="radio"/> 3	<input type="radio"/> 2	<input type="radio"/> 1
<b>Quantity of work (meets deadlines, seeks opportunities and additional tasks)</b>	<input type="radio"/> 5	<input type="radio"/> 4	<input type="radio"/> 3	<input type="radio"/> 2	<input type="radio"/> 1
<b>Flexibility and Adaptability</b>	<input type="radio"/> 5	<input type="radio"/> 4	<input type="radio"/> 3	<input type="radio"/> 2	<input type="radio"/> 1
<b>Communication Effectiveness</b>	<input type="radio"/> 5	<input type="radio"/> 4	<input type="radio"/> 3	<input type="radio"/> 2	<input type="radio"/> 1
<b>Specific departmental training required</b>	<input type="radio"/> 5	<input type="radio"/> 4	<input type="radio"/> 3	<input type="radio"/> 2	<input type="radio"/> 1
<b>Establishes a climate of continuous improvement and works to increase productivity and efficiency</b>	<input type="radio"/> 5	<input type="radio"/> 4	<input type="radio"/> 3	<input type="radio"/> 2	<input type="radio"/> 1
<b>Apply safety-related knowledge, skills, and practices to everyday work.</b>	<input type="radio"/> 5	<input type="radio"/> 4	<input type="radio"/> 3	<input type="radio"/> 2	<input type="radio"/> 1
<b>Demonstrated attitude towards position</b>	<input type="radio"/> 5	<input type="radio"/> 4	<input type="radio"/> 3	<input type="radio"/> 2	<input type="radio"/> 1
<b>Demonstrates adherence to attendance and punctuality</b>	<input type="radio"/> 5	<input type="radio"/> 4	<input type="radio"/> 3	<input type="radio"/> 2	<input type="radio"/> 1

Number of days absent:  Number of days tardy:

All ratings below "Meets Expectations" should be supported with factual comments in the space provided.

**Do you recommend this employee be retained?**

Yes    No    With provisions (explain below)

**This progress report will be a part of your Michigan Tech personnel file. Please review the information and sign below acknowledging that you have read, understand and have received a copy of this document.**

Supervisors Name (Print):

Signature:

Date:

Employee Signature:

Date:

(This report has been discussed with me.)

**Please return to Human Resources (2<sup>nd</sup> Floor of Lakeshore Center) after completing each meeting.**

***\*HR Use Only - Employment Services Representative Review\****

Reviewer Name:

Reviewer Signature:

Date: