*Feel free to change the format of the memo to suit your needs. This template is meant as a guide.*

***Delete red text before finalizing!***

**SIX-MONTH PROBATIONARY PERFORMANCE EVALUATION**

To: [*Employee name*]

From: [*Manager name*]

Date: [*Memo Date*]

**Introduction**

*Note to managers: Add an introductory paragraph at the start of the memo that describes your overall impressions of the employee’s performance. Here are some examples of introductory text:*

* ***A positive review:*** *My overall observation is that you have done an exemplary job in your new role. [Give examples of what has been exemplary.]*
* ***A mixed review:*** *In general, you have done well in your new role. You have [list what has been working]. Moving forward, I would like you to continue to improve your skills in…*
* ***A difficult review:*** *In your new role, you have made many positive contributions to our office, such as… However, I continue to have concerns about your performance in critical areas that are core responsibilities of your position. As we have discussed…*

**Evaluation**

*Note to managers: The following section uses the objectives in the performance evaluation as the basis for evaluating performance to date. You only have to include the objectives that are relevant. Evaluations can be anywhere from a single sentence to multiple paragraphs. For example:*

***Communication:*** *Your ability to keep managers and peers on every level well-briefed has been remarkable. You have formed strong relationships with many internal staff members. You have also proactively built relationships externally with other bureau contacts and members of the public.*

*If you have constructive feedback to give, be clear that they are areas of concern and suggest ways the employee can address your concerns.*

*Be specific in your feedback, providing examples of where the employee has done well or not met expectations, and why.*

*You do not have to score the objectives.*

**In annual performance evaluations, Auditor’s Office employees are evaluated based on the following core objectives. “Service” objectives are related to “what” we do, while “People” objectives are related to “how” we do our work.**

**Service Objectives**

1. **Contribute to a professional workplace**
2. **Initiate steps to an efficient workplace**
3. **Produce timely and informative products and services that allow people to be self-sufficient and advocate for themselves**
4. **Stretch beyond where you were last year**

**People Objectives**

1. **Improve a knowledge, skill, or ability**
2. **Learn lessons from setbacks**
3. **Serve the public**
4. **Work to heal the harm government caused to Black and Indigenous Portlanders**
5. **Develop your staff (For Managers)**