

Probationary period report

ETH Zürich
Human Resources

Employee

Surname _____

Firstname _____

Contract no. _____

Report prepared by

Surname _____

Firstname _____

ETH unit _____

1. Level of employee satisfaction

How would you rate the new employee's satisfaction at the end of the first eight weeks since she/he came under your area of responsibility?

very good good sufficient insufficient

2. Objectives for the introductory period

Were the objectives for the introductory period met?

objectives met some objectives met objectives not met

Reasons

3. Preliminary assessment

| | | | | |
|---|-----------|------|------------|--------------|
| a) Expertise | very good | good | sufficient | insufficient |
| b) Output | | | | |
| – Quality | very good | good | sufficient | insufficient |
| – Quantity | very good | good | sufficient | insufficient |
| c) Personal conduct (teamwork, manner, etc.) | very good | good | sufficient | insufficient |
| d) Overall assessment | | | | |

4. Decision about the employment relationship

Continue in accordance with a valid employment contract

Terminate terminate employment relationship

(Please get in touch with the responsible personnel manager in good time to enable this decision to be implemented legally within the prescribed period.)

5. Agreement on objectives for the current assessment period

Objective _____

Measures _____

Review on _____

Reviewer _____

6. Discussion with the employee held on

Date _____ Supervisor signature _____

Place _____ Employee signature _____

Please return this form to the Human Resources department for the attention of your personnel manager no later than 10 days before the probationary period comes to an end. www.hr.ethz.ch/contact →

ETH Zürich
Human Resources
Binzmühlestrasse 130
8092 Zurich
www.hr.ethz.ch