

PROBATIONARY REVIEW

This review shall be made by the immediate foreman, reviewed by the general foreman, and submitted directly to the Personnel Department for each hourly employee at the end of two months' service. Its purpose is to determine whether or not the employee should be retained beyond his three months' probationary period. If the employee's performance has been unsatisfactory in any respect he should be so advised by his foreman and given an opportunity to improve during the third month.

EMPLOYEE Robert M. Hogan	JOB TITLE	Chemical Helper
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DATE HIRED January 5, 1948 DATE OF THIS REVIEW 3-11-48

	EXCELLENT	GOOD	AVERAGE	FAIR	POOR
QUALITY (Is he accurate, thorough)			2		
QUANTITY (Does he do his share)			2		
EFFORT (Does he always try)			2		
ABILITY (Able to do job, learn, advance)			2		
COOPERATION (Does he get along with others)			2		
DEPENDABILITY (Does he stick to his job)				2	
ENERGY (Is he alert, wide awake, fast)			2		
PUNCTUALITY (On time all the time)			2		
ATTENDANCE (Has he worked every day)			2		
SAFETY (Knowledge and practice)			2		

Should this employee be retained? YES ☒ NO

Reason: _____

FOREMAN

GENERAL FOREMAN