

Baylor University
Employee Observation Evaluation Form
BU-PP 805A

I. _____
Last Name First Name MI BU ID Number

Date Employed Department Name Dept. Number

Position Title (Job description and other supporting documentation must be attached.)

II. Notification of Placement in Observation Status _____
Date

Your current job performance is below the expectations established for your position for the following reason(s): _____

Effective _____, you are placed in observation status for a period of _____ days.
(Minimum of 30)

Please be aware that even though there is a defined period for this observation, any deviation from expectations will result in further action, up to and including separation from the University. (Staff Observation Process BU-PP 805)

III. Observation Status Update _____
Date

- A. The employee's performance or conduct does not meet expectations and it is my recommendation to:
- Extend observation period Until _____
- Separate employment (explanation required below)

Remarks: _____

- B. The employee's performance or conduct is meeting established expectations and he/she should be removed from observation status effective _____.

IV. Signatures

Employee Date

Chair/Supervisor Date

Academic Dean/Department Head Date