St Cloud State University

COMM	IENTS:					
Quantity of finished work						
Quality of finished work						
Attenda	ance;punctuality					
Workin	ng relationships					
Specific skill abilities						
		Above Average	Average	Below Average		
<u>SUPEF</u>	RVISOR : If you are eva	aluating for mid or end pro	obation complete the	e balance of this form		
	Mid-Probation Evaluation Certification upon successful completion of a Probationary Period ending					
		f the increase will be on th	e pay period beginn	ing		
		ion for step increase on th				
	under your su	pervision, is eligible for th	ne action indicated b	pelow.		
SUBJ	: Employee Pay	or Status Change Notice				
FROM	:					
то	:					
DATE						

If you <u>are not approving</u> the action please notify Human Resources <u>IMMEDIATELY</u> and provide the employee written notice <u>PRIOR</u> to the <u>progression/anniversary</u> date listed above. Failure to provide written notice to the employee and HR, as described, will result in the step increase occurring automatically. Completion of this form and providing a copy of it to the employee will be considered written notice.

If you approve of this action, sign and return to Human Resources prior to the effective date.

Supervisor signature _	Date			
	Do not write below this line: for Human Resource Use only.			
	Payroll Communication: Salary Increase/Probation End			
Action/Reason Code	/(Check WOOC YN)			
Effective Date	From Step @ \$ to Step @ \$			
Next Increase Date				
Entered in SEMA4 by	(initial)on(date)			