![Universität Zürich UZH]

Human Resources

University of Zurich
Human Resources
Rämistrasse 42
8001 Zurich
www.pa.uzh.ch

Employee Appraisal for Trial Period

A   Personal Details

Last name   First name
Personnel number   Position

Department/institute/office
Name of direct line manager
Appraisal period   from   to

B   Basis for Appraisal

Job description of

Please check as appropriate:
    Job description is up to date
    Job description must be updated

Additional assigned and expected duties

C   Rating Scale

+++	++	+	-	--
Excellent	**Very good**	**Good**	**Sufficient**	**Insufficient**
Significantly exceeds expectations in all areas	Exceeds expectations in some areas	Meets all expectations	Mainly meets expectations	Does not meet expectations

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D Criteria for Appraisal

Fulfillment of work duties	+++	++	+	-	--
For example, and if assessable during trial period: Possesses in-depth specialist and methodological knowledge. Recognizes connections and performs tasks in a practical manner. Solves problems appropriately and sets the right priorities. Organizes work conscientiously and efficiently. Knows and adheres to applicable rules and regulations. Works independently and takes responsibility. Has self-control. Leads themselves (plus others and own area of responsibility) in line with UZH Leadership and Management Principles. Uses digital instruments/tools efficiently and confidently in different work environments.					
Comments					

Work result	+++	++	+	-	--
For example, and if assessable during trial period: Work meets quality standards. Works carefully and reliably and makes few errors. Observes deadlines and performs to expected standard even when under pressure to meet a deadline. Maintains a clear overview. Contributes to sustainable development goals as part of position and puts forward new ideas and suggestions in this regard.					
Comments					

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Behavior	+++	++	+	-	--
For example, and if assessable during trial period: Takes responsibility. Communicates understandably and positively. Is loyal and reliable. Demonstrates initiative and commitment. Is resilient and recognizes areas with potential for improvement. Adapts flexibly to new technologies, work methods and environments. Thinks and acts systemically. Is open and cooperative within the team and towards line managers. Is integrated into the team. Offers support and asks for help when necessary. Contributes to management and team development. Is friendly, reliable and service-oriented with colleagues and internal and external clients. Is keen to learn and open to taking on new duties. Actively pro-motes an inclusive work environment and collaboration with diverse teams.					
Comments					

Further criteria (optional)

Skills/qualities appraised	+++	++	+	-	--	Comments

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E   Overall Appraisal

+++	++	+	-	--	Comments

F   Feedback on the Trial Period *(to be completed by the employee)*

How do you rate the onboarding process and the results thereof? Does the job match your ideas and expectations? If not, why?

How do you assess the leadership and support provided by your line manager?

How were you received by the team?

Suggestions, comments, measures, wishes, etc.

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G Decision on Employment

Continue employment

or

Request to HR Business Partner in the Human Resources Department to consider termination of employment *(N.B.: Please contact the responsible person in good time before the end of the trial period)*

Reasons for line manager's request to consider termination of employment:

J Signatures

This trial period appraisal has been discussed:

Date   Line manager

Date   Employee

Documents:
— Original for Human Resources/personnel file
— Employee copy
— Line manager copy