

# Probationary period report

**Employee**

Firstname

Surname

Function

Contract no.

**Report prepared by**

Firstname

Surname

ETH unit

**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

**Objectives for the introductory period**

Were the objectives for the introductory period met?

objectives met      some objectives met      objectives not met

**Feedback**

very good      good      sufficient      insufficient

a) Expertise

b) Output

Quality

Quantity

c) Personal conduct

(*teamwork, manner, [social and leadership competencies](#) etc.*)

d) Overall assessment

## Decision about the employment relationship

Continue in accordance with a valid employment contract  
Terminate\* terminate employment relationship

\*Please get in touch with [your HR Partner](#) in good time to enable this decision to be implemented legally within the prescribed period.

## Outlook on objectives and tasks

To agree on objectives and tasks beyond the probationary period, you can either use the [appraisal interview](#) or the following field. For doctoral students, please refer to the [progress report and the annual status conversation](#).

Review on

## Discussion with the employee held on

Date

Supervisor signature

Employee signature

Send the form to your [HR partner](#) at least 10 days before the end of the probationary period.

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