



# PROBATIONARY EMPLOYEE REPORT

(Sections 125.130, 125.135, 125.140 of City Code)

3-month \_\_\_\_\_ 6-month 3/23/25 9-month \_\_\_\_\_ 12-month \_\_\_\_\_

NAME: HOLLENBECK, LAUREN POSITION: SUPERINTENDENT OF RECREATION

DEPARTMENT: Parks DATE OF POSITION: 9/23/2024

Certification(s) required: \_\_\_\_\_

Required by: \_\_\_\_\_

I. RATING OF EMPLOYEE: (Carefully evaluate each)

	Unsatisfactory	Satisfactory	Above Average
Quality of Work			<u>X</u>
Quantity of Work			<u>X</u>
Communications			<u>X</u>
Work Conduct/Behavior			<u>X</u>
Attendance			<u>X</u>

II. Number of unexcused absences/tardies since last evaluation: 0

III. Number of preventable accidents since last evaluation: 0

IV. OVERALL EVALUATION: In comparison with other employees in the same or similar position.

Unsatisfactory      Substandard but making progress      Doing an avg. job      X Definitely above avg.      Outstanding

V. COMMENTS\*: \*Comments are required

A. Areas of Strength:

Identifying areas of concern, problem solving & being  
Proactive

B. Areas Needing Improvement/Any Recent Disciplinary Action:

N/A

VI. RECOMMENDATION:

A. Do you recommend that this probationary employee be continued as a regular employee? Yes X No \_\_\_\_\_

B. If no, should he or she be released? \_\_\_\_\_

Employee's Signature: Lauren Hollenbeck

Date: 3/12/25

Rated by: Jimmy Kinnear

Date: 3/12/25

Supervisor's Signature: [Signature]

Date: \_\_\_\_\_