

MICHIGAN STATE  
UNIVERSITY

Interim Evaluation

(ADMINISTRATIVE PROFESSIONAL EMPLOYEE)

Employee Name: ALLEN, MARGARET L

Social Security Number: - -6934

Department Name: CAR SERV & PLACE

Department Number: 66670

Probation Period From: 11/17/97

To: 07/01/98

SUMMARY OF EMPLOYEE'S PERFORMANCE (Related to job duties and general performance factors).

*Margaret has made a significant contribution to the department. She quickly assessed our needs and does an excellent job of presenting solutions. Documents well.*

Supervisor's Recommendation:



The performance and/or conduct of the employee met expectations during the interim evaluation period. The evaluation period will continue.



The performance and/or conduct of the employee did NOT meet expectations during the interim evaluation period. (Supervisors: please contact Employee Relations at 353-5510 for assistance.)

*Margaret L. Allen*  
\_\_\_\_\_  
Employee Date

*Venise Dixon* 7/22/98  
\_\_\_\_\_  
Department Administrator Date

*VA*  
\_\_\_\_\_  
Supervisor Date

\_\_\_\_\_  
Human Resource Services Date

Please return the completed form to:

Human Resources Information Systems  
120 Nisbet Building