

Due: \_\_\_\_\_

Sent: \_\_\_\_\_

**THREE MONTH  
PERFORMANCE APPRAISAL FORM**

This form is to be used three months after date of employment or hire into a new position. A more detailed form and worksheet are used for five month and annual evaluations.

\_\_\_\_\_  
Employee's Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department

\_\_\_\_\_  
Supervisor's Name

1. Employee understands job duties:  Yes  No
2. Employee is meeting department job standards and expectations:  Yes  No
3. Employee is progressing well at this point:  Yes  No  
If not, explain:
  
4. Supervisor and employee have discussed job problems, if any, and improvement will be made in the following areas:
  
  
  
  
  
  
  
  
  
  
5. Employee Comments:

Job responsibilities and expectations are attached (example provided).

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Next Higher Level Signature

Major Job Responsibilities and Expectations:

Example:

Responsibility: Provide quality customer service by listening and understanding the customer, anticipating their needs, and giving high priority to customer satisfaction.

Expectations: Greets the person promptly and courteously, pays attention to the person, asks questions to determine the person's needs, listens and empathizes with the person's concerns, offers relevant information, acts or agrees on a clear course of action, thanks the individual, and follows through without "passing the buck."