

# INTRODUCTORY PERFORMANCE REVIEW

Employee's Name: \_\_\_\_\_ Start Date: \_\_\_\_\_

**Instructions:** **Part 1** – Complete when the employee starts. Provide 3 to 5 specific, measurable objectives that are critical to the employee's success in this position ("What are the most important areas of the job?"). Define how you will evaluate each objective ("What will it look like if they do it right?"). Discuss your expectations with the new employees and give them a copy of this form. After the form is signed, give a copy to the employee and send a copy to Human Resources. Keep the original.  
**Part 2** – Complete before or at the end of the Introductory Period. Provide written comments for all unsatisfactory ratings.

<b>PART 1:</b> Complete when your new employee first <b>STARTS</b> on the job.		<b>PART 2:</b> Complete at the END of the Introductory Period.	
<i>Key Responsibilities:</i>	<i>Evaluation Method:</i>	<i>Rating:</i>	<i>Comments:</i>
1.		<input type="checkbox"/> Excellent <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory	
2.		<input type="checkbox"/> Excellent <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory	
3.		<input type="checkbox"/> Excellent <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory	
4.		<input type="checkbox"/> Excellent <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory	
5.		<input type="checkbox"/> Excellent <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory	

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ **Part 1 Completed and Reviewed**  
 Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ **Part 1 Completed and Reviewed**

*After Part 1 is completed and the form is signed, give the employee a copy and send a copy to Human Resources. Keep the original.*

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**PART 2 (Continued)** - Complete at the END of the Introductory Period.

**6. Quality of Work** – How well new employee performs assigned duties and tasks.  Excellent  Satisfactory  Unsatisfactory

Comments:

**7. Initiative & Responsibility** – How well they organize work and follow through with assigned responsibilities.  Excellent  Satisfactory  Unsatisfactory

Comments:

**8. Relationship with Others** – How well they interact with others (co-workers, students, supervisors).  Excellent  Satisfactory  Unsatisfactory

Comments:

**9. Attendance & Punctuality** – How well new employee adhered to required attendance and punctuality requirements.  Excellent  Satisfactory  Unsatisfactory

Comments:

**10. Knowledge and Skills** – Skill level is consistent with job requirements.  Excellent  Satisfactory  Unsatisfactory

Comments:

**11. Recommendation (Required)**

Successfully Completed Introductory Period
  Requires additional time to Successfully Complete Introductory Period. **Contact Human Resources for an extension.**
 Did NOT Successfully Complete Introductory Period.

**12. Employee's Comments:**

**Employee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*After Part 2 is completed and the form signed, give employee a copy, retain a copy, and send the original, signed review to Human Resources.*