



New Employee Performance Evaluation INFORMATION AND INSTRUCTIONS

General Information and Timeframe for Completion

New employees or employees who have moved into a new job will have performance evaluated early in the new assignment. The New Employee Performance Evaluation is an opportunity for the supervisor to review the employee performance prior to the end of the new hire (probationary) period of six months and to confirm a recommendation for continued employment or extend a probationary period. The New Employee Performance Evaluation is an opportunity to reiterate goals and expectations with a new team member. Training and development needs are discussed and a plan is established as applicable. At this time, the new employee should determine if he/she is committed to continued employment at NSU.

New employees may have performance evaluated anytime during the new hire period as needed or appropriate. An employee who is consistently falling below expectations on duties or who falls below expectations on critical duties should not have continued employment confirmed.

New employee should be evaluated no later than **one month prior to the end** (5 months) of their new hire (probationary) period. Refer to the Human Resources Procedure Manual for all Employees for detailed information.

Steps to Completion of Performance Evaluation

1. Supervisor should review job description.
2. Remember that the primary goal with performance evaluation is for productive two-way communication between the employee and the supervisor.
3. Supervisor should schedule an evaluation review discussion with the employee, give employee the Areas for Discussion at Performance Review (page 3) of the evaluation form in advance and receive the completed form (page 3) from the employee prior to the meeting.
4. Supervisor should complete the Ninety-Day Performance Evaluation form (pages 1 and 2) according to the instructions below.
5. Employee completes the discussion form (page 3) and forwards to supervisor.
6. Supervisor gets ready for discussion by having 2 copies of the completed Ninety-Day Performance Appraisal form (pages 1 and 2.)
7. Supervisor and employee meet and discuss the evaluation.
 - Begin with discussion of job description.
 - Ask about concerns or needs from the new employee.
 - Discuss successes.
 - Make plans for areas in need of improvement.
 - Set goals with at least one goal related to NSU Mission, Vision, Values or the Service Excellence Values.
8. Discuss the Service Excellence Values and the NSU Mission, Vision and Values. Include your expectation within your department and how you evaluate this. Now is a good time to identify strengths and opportunities related to the Service Excellence Values.
9. The entire completed and signed evaluation form and any accompanying information are submitted to the Office of Human Resources for inclusion in personnel file.

Performance Evaluation Form Example

General Employment Performance

The supervisor may have assigned specific requirements in these categories or may relate them to overall employment issues. This rating indicates how well the employee has used skills to do their job. Feel free to add specific requirements to each item. Attach additional pages as necessary. Any rating above or below "meets expectations" should include a comment.

Specific Items:	Work Skills—prioritizing assignments, time management, initiative, creativity, etc.
Specific Items:	meets deadlines 80% of time.
Specific Items:	no initiative to complete new filing system.
Specific Items:	designed new webpage for dept.

What the Categories Mean—Helpful Words

Consistently Exceeds Expectations

Progressive, takes on more than expected and successfully completed, requires little or no guidance, accepts responsibility.

Extraordinary: Marvelous; remarkable; superlative; surprising; wonderful

Exceptional: Great; incomparable; matchless; notable; noteworthy; unequaled; unique; unmatched; unsurpassed; significant; special; striking

Excellent: Admirable; brilliant; first-rate

Outstanding: Remarkable; significant; terrific

Exceeds Expectations in Some Areas or Some Times

Displays initiative, seeks job growth, requires little guidance, occasionally takes on more than expected and completes.

Exemplary: Creditable; laudable; praiseworthy

Superior: Accomplished; commendable; consummate; expert; high quality; skilled

Very Good: Highly regarded; impressive; valuable; worthy

More than adequate: Fine; more than sufficient; more than ample

Meets Expectations

Demonstrates acceptable performance, does a good job, meets job requirements, requires some guidance, completes assigned projects, performs the minimum requirements.

Good: Decent; good quality; respectable; skillful

Satisfactory: Appropriate; apt; fitting; proper

Acceptable: Good enough; okay; up to standard

Adequate: Allowable; passable; reasonable; tolerable

Does Not Meet Some Expectations

Falls below minimal performance, does not consistently demonstrate ability to perform at expected levels, requires specific guidance, show potential for improvement.

Fair: Barely adequate; fair to middling

Poor: Inferior; meager; weak

Less than adequate: Inadequate; insufficient; paltry; scant

Minimal: Insignificant; negligible; slight; token; trifling; trivial

Consistently Falls Below Expectations

Has not responded to previous efforts for improvement, does not demonstrate ability to perform at expected levels, requires significant improvement, requires substantial guidance, performance is expected to improve.

Unsatisfactory: Beneath standard; inferior; low-grade; mediocre; poor quality; second-rate; substandard

Undependable: Devious; not to be trusted; unstable; untrustworthy

Unreliable: Changeable; erratic; fickle; not to be relied upon; unpredictable; variable

Unacceptable: Insufficient; intolerable; objectionable



New Employee Performance Evaluation Form (Page 1 of 3)

Employee Name	Job Title	Date Hired
Supervisor	Dept	Time in Job

Date job description was last updated: _____ (Must be revised each two years.)

Type of Review: Orientation/New Hire ☐ Probationary ☐ Date Probation to End _____ Other ☐

General Performance Rating - Mark the appropriate category based on the overall rating for this employee. Any rating above or below "meets expectations" should include a comment.

Work Skills –prioritizing assignments, time management, initiative, creativity, adaptability, flexibility, etc.

Consistently Exceeds Expectations <input type="checkbox"/>	Exceeds Expectations in Some Areas or Some Times <input type="checkbox"/>
Meets Expectations <input type="checkbox"/>	Does Not Meet Some Expectations <input type="checkbox"/> Consistently Falls Below Expectations <input type="checkbox"/>

Specific Information:

Communication Skills – team skills, relationships, responsiveness to customers, etc.

Consistently Exceeds Expectations <input type="checkbox"/>	Exceeds Expectations in Some Areas or Some Times <input type="checkbox"/>
Meets Expectations <input type="checkbox"/>	Does Not Meet Some Expectations <input type="checkbox"/> Consistently Falls Below Expectations <input type="checkbox"/>

Specific Information:

Use of Materials/Equipment –appropriate knowledge and use of equipment i.e. telephones, computers, tools, etc.

Consistently Exceeds Expectations <input type="checkbox"/>	Exceeds Expectations in Some Areas or Some Times <input type="checkbox"/>
Meets Expectations <input type="checkbox"/>	Does Not Meet Some Expectations <input type="checkbox"/> Consistently Falls Below Expectations <input type="checkbox"/>

Specific Information:

Work Ethic – confidentiality, attendance, punctuality, reliability, honesty, etc. (Attendance standard is no more than one unscheduled absence occurrence per month averaged over the 12 month evaluation period.)

Consistently Exceeds Expectations <input type="checkbox"/>	Exceeds Expectations in Some Areas or Some Times <input type="checkbox"/>
Meets Expectations <input type="checkbox"/>	Does Not Meet Some Expectations <input type="checkbox"/> Consistently Falls Below Expectations <input type="checkbox"/>

Specific Information:

Mission, Vision, Values and Service Excellence Values – purpose and commitment, communication and responsiveness, problem solving and empowerment, accountability, transformative assessment.

Consistently Exceeds Expectations <input type="checkbox"/>	Exceeds Expectations in Some Areas or Some Times <input type="checkbox"/>
Meets Expectations <input type="checkbox"/>	Does Not Meet Some Expectations <input type="checkbox"/> Consistently Falls Below Expectations <input type="checkbox"/>

Specific Information:

Check One <input checked="" type="checkbox"/> for Overall Review Rating				
Consistently Exceeds Expectations	Exceeds Expectations in Some Areas or Some Times	Meets Expectations	Does Not Meet Some Expectations	Consistently Falls Below Expectations (Requires Improvement Plan)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

University Involvement – Indicate expectations and participation in university wide teams, committees, workshops, seminars, conferences, etc.

Goals - Individual goals set for the upcoming year may be in a general performance area or a more directly related job task. At least one goal should be tied to the NSU Strategic Plan, Service Excellence Values or the Mission Statement. Goals need to be specific, measurable, realistic, and time-framed. If more than three are appropriate please attach an additional page.

1. Goal: _____

Measure of Success: _____

2. Goal: _____

Measure of Success: _____

3. Goal: _____

Measure of Success: _____

Signatures

Supervisor's Comments:

Supervisor's Signature _____ Date _____

Reviewed by _____ Date _____
(next level supervisor) Print Name Signature

Employee's Comments:

I have seen this completed evaluation and I have received a copy. I understand that I may contact the Office of Human Resources to obtain information to discuss this evaluation rates at does not meet some expectations or consistently below expectations. Employee's signature does not imply agreement with the contents of this form, but signifies only that the performance communication meeting was held.

Employee's Signature _____ Date _____

Areas for Discussion at Performance Review

Employee Name _____ Date _____

We will be meeting to discuss your performance since starting this position and to form plans for developing your potential as an employee. Your input is a very important part of this meeting. You can prepare for the meeting and help me to address your concerns by reading over the following questions and writing down those aspects of your performance and development you would like to discuss. Please return this form to me at least 24 hours before our scheduled meeting on (date) _____.

What do you consider to be your most important accomplishments on the job since starting?

What questions do you have concerning what is expected of you on the job?

What steps could you take to improve your performance? Are there any training courses or assignments you feel would increase your ability to do your job?

Please outline any accomplishments, awards, or activities that might give a more complete picture of your strengths and abilities.

What are your career goals?

How will you incorporate the Mission, Vision, Values and Service Excellence Values into your work and department at NSU?

Do you have any other questions that you would like to discuss at this meeting?

Employee Signature_____
Date