

**THE UNIVERSITY OF ALABAMA**  
Introductory Period Performance Evaluation  
For Regular Exempt and Non-Exempt Staff

Employee Name (first, MI, Last): \_\_\_\_\_

CWID: \_\_\_\_\_ Job Title: \_\_\_\_\_

Department: \_\_\_\_\_ Division: \_\_\_\_\_

Period of Evaluation From: \_\_\_\_\_ To: \_\_\_\_\_

The first six (6) months of employment is considered an introductory period for employees. During this time period, employees have the opportunity to demonstrate their ability and probability of sustained successful performance. Please complete this form no later than the 6 month evaluation date (and the Extended Introductory Period form, if applicable) and return form(s) to the **Department of Human Resources, Box 870126, 303 Rose Administration Building**.

The immediate supervisor should check one of the following blocks:

- Introductory Period Completed – Performance satisfactory
- Introductory Period Completed – Some areas of improvement needed, list below
- Introductory Period Extended - (The introductory period can be extended only **one time in special circumstances** such as a change in supervisor or job duties and is usually for an additional 30, 60 or 90 days. Please contact your HR Partner to request the Extended Introductory Period Form.)

*\*If the above named employee has not demonstrated satisfactory performance during the introductory period and termination of employment is recommended, contact your HR Partner for further instructions.*

Supervisor's Overall Comments on Employees Performance:

\_\_\_\_\_  
Supervisor Name (Printed)

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Reviewing Official's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

Employee's Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_