	E	EMPLOYEE INFORMATION	
EMPLOYEE NAME: JOB TITLE: HIREDATE:			
SUPERVISOR NAME:			
DEPARTMENT/ COLLEGE:			
EMPLOYEE PCN: REVIEW PERIOD: From	Through	ORG	

Evaluation Date:

INSTRUCTIONS

The introductory period provide**s**ew employees the chance to demonstrate their ability to achieve satisfactory performanc**k**evels. This tool assists new employees and supervisors in communicating expectations performance appraisal, and identification of needed resources or supportel**field**s below, use the following Rating Guide to evaluate the employee's performance in each catter gis ry recommended that you complete this tool in consultation with the position description.

Rating Guide

Rating	Description
	Outstanding The goal achievement had significant impact on the University (e.g. significal
5	cost saving for the University, reduced risk, increased safety, development of best practices that
	are adopted by groups outside the work unit).
	Exceeds Expections- Clearly and consistently exceeded all established measurements an
4	expectations for this goal (e.g. Consistently takes initiative in organizing, prioritizing, and
	problem solving and makes appropriate decisions to reach satisfactory outcomes fooal).
	Meets ExpectationsFrequently exceeded some established measurements and expectation
3	for goals, while others were fully met. Frequently takes initiative in organizing, prioritizing and
	solving problems and makes appropriate decisions to heasatisfactory outcome for goals.
	Demonstrates a strong commitment to the quality and effectiveness of achieving goals.
	Does Not Meet Expectations did not meet the established expectations to achieve a goal.
2	Does not demonstrate the knowledge or skills required to meet desired results and required

significant manager involvement.

Rate the employee's performance in the following performance factors the 1 to 5 scale. If the factor is not applicable, please input N/A. Comments are recommended for any rating below a 3.

Performance Factor	Comments	Rating (15)
1. JobKnowledge		
2. Quality of Work Performed		
3. Oral & Written Communication		
4. Use of Time and Resources		
5. Reliability & Dependability		
6. Flexibility and Adaptability		
7. Interpersonal Relations		
8. Judgment, Analytical Ability & DecisionMaking		
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9. Values Customer Service

EXPECTATIONS PERFORMANCE

Using the same 15 scale, valuate the employee's accomplishment of meeting established expectations during the performance period. If goals have been established, they can be here at least two expectations/goals. Please add additional rows as needed.

Expectation/Goal	Comments	Rating
(Describe what is expected)	(Provide brief narrative of expectation/goal accomplishment)	(1-5)
1.		
2.		
3.		
4.		
5.		
Overall Performance (tota overall rating)	allanlatings and divide ÇšΖvμu Œ}(Ɖorthše ašv)je)rarged P	} 0•