

90-DAY INTRODUCTORY PERIOD PERFORMANCE EVALUATION FORM

EMPLOYEE INFORMATION

EMPLOYEE NAME:
JOB TITLE:
HIRE DATE:

SUPERVISOR NAME:

DEPARTMENT/
COLLEGE:

ORG

EMPLOYEE PCN:

REVIEW PERIOD:

From Through

Evaluation Date:

INSTRUCTIONS

The introductory period provides new employees the chance to demonstrate their ability to achieve satisfactory performance levels. This tool assists new employees and supervisors in communicating expectations, performance appraisal, and identification of needed resources or support. Fields below, use the following Rating Guide to evaluate the employee's performance in each category. It is recommended that you complete this tool in consultation with the position description.

Rating Guide

Table with 2 columns: Rating, Description. Rows include: 5 Outstanding - The goal achievement had significant impact on the University; 4 Exceeds Expectations - Clearly and consistently exceeded all established measurements; 3 Meets Expectations - Frequently exceeded some established measurements; 2 Does Not Meet Expectations - Did not meet the established expectations to achieve a goal.

Rate the employee's performance in the following performance factors on 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 (1-5)
1. Job Knowledge		
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 & Decision Making		

9. Values Customer Service

EXPECTATIONS PERFORMANCE

Using the same 1-5 scale, evaluate the employee's accomplishment of meeting established expectations during the performance period. If goals have been established, they can be listed here. Please enter at least two expectations/goals. Please add additional rows as needed.

	Expectation/Goal (Describe what is expected)	Comments (Provide brief narrative of expectation/goal accomplishment)	Rating (1-5)
1.			
2.			
3.			
4.			
5.			
Overall Performance (total ratings and divide by the number of ratings for the average overall rating)			•

