

New Hire 90-Day Review

This review is designed to facilitate a performance conversation between a new hire/transferred employee and the supervisor at the end of the probationary period. The supervisor is to evaluate the individual in terms of fit with the position as well as assess the potential for the employee's future success in the role.

Employee Title	_____		
Employee Name	_____	_____	_____
Supervisor Name	_____	_____	_____
	<i>Print Name</i>	<i>Signature</i>	<i>Date</i>

Please evaluate the employee against the criteria listed below using a 3 point scale. A rating of "1" = below expectations and requires improvement, "2" = at expectations, and "3" = exceeds expectations.

_____ **ATTENDANCE & PUNCTUALITY** – Please rate the employee's attendance including timeliness in arriving to/departing from work as well as returning from lunch and breaks. Has the employee demonstrated an appropriate work ethic and commitment to the job?

Comments:

_____ **JOB KNOWLEDGE & UNDERSTANDING OF RESPONSIBILITIES** – Please rate the employee's abilities to do the work assigned, to understand directions, and to effectively apply training (formal or informal) to the actual work. Does the employee understand the issues relevant to the department and the work that must be done?

Comments:

_____ **ABILITY TO ASSUME CONTROL OF RESPONSIBILITIES** – Please rate the employee's ability to assume increased responsibility and control over his/her scope of work. Has the employee demonstrated an adequate ability to complete assigned work?

Comments:

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_____ **COMMUNICATION SKILLS & INTERPERSONAL SKILLS** – Please rate the employee’s ability to inform, listen, follow directions, provide follow-up and work effectively with others.

Comments:

_____ **ORGANIZATION SKILLS** – Please rate the employee’s ability to manage work details, organize work into reasonable and thorough plans, and set objectives and priorities. Has the employee demonstrated an ability to work efficiently and effectively within the department?

Comments:

_____ **INITIATIVE** – Please rate the employee’s willingness to assume the full scope of responsibilities related to the job. Has the employee started and finished work without prompting? Does the employee display creativity in seeking solutions to problems?

Comments:

_____ **WORK QUALITY & ACCURACY** – Please rate the quality of the employee’s work. Is the employee’s work generally of high quality without errors, accurate and neat? How often is re-work required?

Comments:

_____ **New Employee Orientation & Training** – Please rate the employee on the completion of their new employee orientation duties. Has the employee attended new employee orientation and completed all mandatory new employee training (workplace harassment, campus save act, sexual misconduct, safety training, etc.)?

Comments: