



University of San Diego

# NEW HIRE SIX MONTH EVALUATION

Employee Name \_\_\_\_\_

Employee Number \_\_\_\_\_ Date \_\_\_\_\_

Job Title \_\_\_\_\_

Department \_\_\_\_\_

Date Employed \_\_\_\_\_

<b>S U P E R V I S O R</b>	<b>Please evaluate and rate each of the qualities listed</b>				
		<b>Satisfactory</b>	<b>Unsatisfactory</b>	<b>Unable to Rate</b>	<b>Comments</b>
	Attendance/Punctuality				
	Professional Appearance				
	Shows substantial progress in learning assigned duties				
	Demonstrates commitment to the university and its mission.				
	Quality of work				
	Quantity of work				
	Accepts constructive criticism				
	Job Knowledge				
<p>In comparison with other new hires that performed similar job functions with the same length of service, how would you rate this employee?</p> <p>[ ] Outstanding      [ ] Exceeds Expectations      [ ] Meets Expectations      [ ] Needs Improvement      [ ] Does not meet job standards</p>					

<b>R E C O M M E N D A T I O N S</b>	<b>CHOOSE ONE OF THE FOLLOWING:</b>	
	<input type="checkbox"/> Employee should be retained <input type="checkbox"/> Extended Probationary Period of ___ days <input type="checkbox"/> Employee should be terminated	
	<p><b>EXPLAIN YOUR CHOICE:</b>          Details of your conversation with the employee, outlining deficiencies and the improvement plan established to overcome them.</p> <p>Between now and next appraisal, employee must improve in:</p> <p>1. _____</p> <p>2. _____</p>	

Immediate Supervisor \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Next Level Manager Approval \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_