



NEW HIRE SIX MONTH EVALUATION

Employee Name _____ Employee Number _____ Date _____

Job Title _____ Department _____ Date Employed _____

S U P E R V I S O R	Please evaluate and rate each of the qualities listed				
		Satisfactory	Unsatisfactory	Unable to Rate	Comments
	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 style="text-align: center;"> <input type="checkbox"/> Outstanding <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Does not meet job standards </p>					

R E C O M M E N D A T I O N S	CHOOSE ONE OF THE FOLLOWING: <input type="checkbox"/> Employee should be retained <input type="checkbox"/> Extended Introductory Period for ___ days <input type="checkbox"/> Employee should be terminated	
	EXPLAIN YOUR CHOICE: Supervisory Comments/Summary: Details of your conversation with the employee. If applicable please outline deficiencies and the improvement plan established to overcome them.	
	Between now and next appraisal, employee must: <ol style="list-style-type: none"> 1. _____ 2. _____ 	

Immediate Supervisor _____ Signature _____ Date _____

Next Level Manager Approval _____ Signature _____ Date _____

Employee Signature _____ Date _____