Hourly Staff Six Month Introductory Period Evaluation

(To be completed by supervisor and reviewed with employee prior to completion of first six months of employment)

Employee Name: ___________________________  Title: ______________________________

Department: _________________________________  Date of Hire: _____________________

Date of Introductory Period Evaluation: ________________________

For the six month introductory period, supervisors should evaluate an employee’s performance and appropriateness for the position. New employees should be evaluated on their ability to achieve and sustain acceptable performance levels.

<table>
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<tr>
<th>OVERALL PERFORMANCE</th>
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<td>Rate the employee’s overall performance during the six month introductory period.</td>
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Did Not Meet Expectations  Met Expectations  Exceeded Expectations  Far Exceeded Expectations  Too New to Evaluate

☐ ☐ ☐ ☐ ☐

Comments:

RECOMMENDED FOR CONTINUED EMPLOYMENT (if “YES” or “EXTENSION REQUEST” also complete Goals and Suggested Areas/Methods for Improvement):

☐ YES

☐ EXTENSION REQUEST  LENGTH OF EXTENSION REQUESTED: _________

☐ NO (A decision to terminate must have approvals from your Department Head and the Director of HR)

Reason: ________________________________

______________________________

______________________________

Goals and Suggested Areas/Methods for Improvement (Use back of form if needed)

Supervisor’s Signature: ___________________________  Date: _________________________

Employee Signature: ___________________________  Date: _________________________