

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.

OVERALL PERFORMANCE	Did Not Meet Expectations	Met Expectations	Exceeded Expectations	Far Exceeded Expectations	Too New to Evaluate
Rate the employee's overall performance during the six month introductory period.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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: _____