



HOBART AND WILLIAM SMITH COLLEGES

90 Day Introductory Evaluation (see Instructions on reverse side)

Employee _____ Date of Hire _____
 End of 90 Day Introductory Review Period (date) _____
 Title _____ Dept. _____
 Supervisor _____
 Return the completed, signed form to the Office of Human Resources.

Please complete the following sections:

1. Has the employee adjusted to the workplace and department/program? Yes _____ No _____
 Comments: _____

2. Has the employee met expectations during this Introductory Evaluation period regarding:

	<u>Meets Expectations</u>	<u>Does Not Meet Expectations</u>
Knowledge of Job		
Productivity		
Quality of Work		
Understands Directions		
Cooperative with Others		
Initiative		
Dependability		
Attendance		
Punctuality		

3. Are there certain areas where the employee excels/ needs improvement? Specify:

4. As a result of this evaluation, do you:

(a) recommend change of status to "regular" employment status? Yes _____ No _____

(b) recommend extension of the introductory evaluation period?
 Yes _____ (This requires prior approval of the V. P. for Human Resources.)

(c) recommend termination of employment?
 Yes _____ (This requires prior approval by the V. P. for Human Resources.)

Note: If an extension is requested, you are expected to speak with the employee to discuss areas of satisfactory work, areas where work improvement is required as well as to engage in dialogue about expectations during the Extended Introductory Period.

(over)

Supervisor's Comments:

Employee's Comments:

Supervisor Signature

Employee Signature

Date of Review

Printed Supervisor Name

Printed Employee Name

Note to Employee:

You are asked to sign this Evaluation as an indication that this evaluation has been discussed and reviewed with you and that you have received a copy. Your signature does not necessarily indicate that you agree with the contents of this evaluation.

Guidelines for Supervisors

The supervisor and employee should formally discuss the employee's performance in order for the employee to understand whether the employee has met expectations during the Introductory Evaluation Period. This Introductory Evaluation form aids in the discussion process by providing an opportunity for a structured conversation about performance including positive feedback to reinforce performance that meets expectations and identification of performance that requires improvement or immediate correction. This form also provides the employee with a more objective perspective of job requirements, supervisory expectations and areas for improvement, if any.

Employees Whose Work Performance Does Not Meet Expectations

If the employee is demonstrating difficulty with the work and/or behavior, the supervisor should discuss the situation with the V. P. for Human Resources as soon as possible. When appropriate, the 90 Day Introductory Evaluation Period may be extended with the prior approval of the V. P. for Human Resources. When an extension is granted, the original 90 Day Introductory Evaluation Period form still must be completed, discussed with the employee, signed and returned to the Office of Human Resources. During the extended Introductory Period, the supervisor will continue to instruct and support the employee in areas where improvement is required. A follow-up to the 90 Day Introductory Evaluation Period form must be completed at the end of the extended period, discussed with the employee, signed and returned to the Office of Human Resources. In the event the supervisor determines that employment should be terminated, the supervisor must immediately notify the V. P. for Human Resources.

Provide the employee with a copy of this form. Return the completed, signed form to the Office of Human Resources.