



DONNELLY
COLLEGE
EST. 1949

90 Day Introductory Evaluation

Employee Information

Name			
Job Title		Date	
Department		Manager	
Review Period			

Ratings

	2 = Unsatisfactory	3 = Satisfactory	4 = Good	5 = Excellent
Job Knowledge: The employee has a clear understanding of the job duties and completes all phases of assigned work.				
Comments				
Quality of Work: The employee's work is well executed thorough, effective and accurate.				
Comments				
Quantity of Work: The employee accomplishes assigned work of a specified quantity within a specified period of time.				
Comments				
Attendance/Reliability: The employee consistently reports to work and to meetings on time and prepared.				
Comments				
Initiative/Creativity: The employee is self-reliant, resourceful, and creative in meeting objectives; consider how well the employee follows through on assignments and modifies or develops new ideas, methods, or procedures to effectively meet changing circumstances.				
Comments				

		2 = Unsatisfactory	3 = Satisfactory	4 = Good	5 = Excellent
Cooperation with Others: The employee works well with others and demonstrates a willingness to cooperate. The employee uses tact, courtesy and is effective in dealing with students, peers, and supervisors.					

Comments	
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Relationship with Supervisor: The manner in which the employee responds to supervisory directions, comments, and seeks counsel on ways to improve.				
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Comments	
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Capacity to Develop: The employee demonstrates a willingness to accept new and more complex duties and responsibilities.				
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Comments	
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Overall Rating (average rating of the items above).	
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Request to extend Introductory Period to _____ (date).*

*Extension requests must be reviewed and approved by Human Resources.

Comments

Evaluation

Additional Comments:

Goals:

Verification of Review

By signing this form, you confirm that you have discussed this review in detail with your supervisor.

Employee Signature		Date
Supervisor Signature		Date
Human Resources		Date

