

Introductory New Employee Review Form

Employee's Name: _____ Date of Hire: _____

Supervisor's Name: _____ Date of Evaluation: _____

Department: _____

1. Employee strengths:

2. Areas for further development:

3. Other comments/recommendations:

Supervisor: Please check one

- Performance during the 45-day introductory period is acceptable.
- Performance during the 45-day introductory period is unacceptable.
- Performance during the 90-day introductory period is acceptable.
- Performance during the 90-day introductory period is unacceptable.
- Performance during the 120-day introductory period is acceptable.
- I recommend that the introductory period be extended (up to 90 days) until _____ (Date) to allow for further evaluation for the reasons stated in item 3 above.
- Performance during the 120-day introductory period is unacceptable.

Supervisor's Signature _____

Date _____

Please return this form five (5) days before each review period expiration date to the Human Resource Director