



**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:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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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 \_\_\_\_\_ to allow for further evaluation for the reasons stated in item 3 above.
  - Performance during the 120-day introductory period is unacceptable.
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\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

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