



Introductory Period Evaluation

The introductory period performance review process is intended to determine if an employee has achieved a satisfactory level of performance and is designed to focus on developmental goals to help the employee become proficient in the specific duties and responsibilities of their position.

The category checked below indicates whether or not you have demonstrated the performance expectations outlined in your position description. All of the categories listed below will be followed by developmental goals designed to foster your growth and potential to be a successful CEO employee. An employee who fails their introductory period will have their introductory period extended or may be terminated from employment based on unsatisfactory performance.

Employee Name: _____ **Evaluation Date:** _____

Pass

Needs Improvement

Fail

Introductory Period Overview Comments:

Developmental Goals for next review period:

- 1.
- 2.
- 3.
- 4.
- 5.

MANAGER SIGNATURE:

DEPARTMENT DIRECTOR SIGNATURE:

EMPLOYEE SIGNATURE:

(Signature indicates that the review has been read and understood)

Employee Comments: