



# Introductory Period Evaluation

The introductory period performance review process is intended to determine if an employee has achieved a satisfactory level of performance during the first 3 months of employment. The feedback provided is designed to focus on developmental goals to help the employee become competent in the specific duties and responsibilities of their position.

Please check “Pass” if the employee has demonstrated the performance expectations outlined in their position description. For an employee who receives a “Needs Improvement” they will have their introductory period extended or may be terminated from employment based on unsatisfactory performance.

**Employee Name:**

**Evaluation Date:**

Pass

Needs Improvement

**Introductory Period Overview Comments:**

**Developmental Goals for next review period** *(please include 3-5):*

**Manager Signature**

**Date**

**Director Signature**

**Date**

**Employee Signature**

**Date**

*The employee signature indicates that the review has been read and understood.*