



Introductory Period Performance Review

Name: _____ **Location:** _____

Date of Hire: _____ **Job Title:** _____

Supervisor: _____ **Job Title:** _____

This performance review form is designed to facilitate a candid and objective conversation between the supervisor and employee at the end of the introductory period. The supervisor is to evaluate the employee in terms of fit for the position as well as assess the potential for the employee's future success in the role.

Performance Rating Scale:

Meets Expectations: Work performance consistently meets job expectations
Needs Improvement: Work performance meets some, but not all, job expectations
Does Not Meet Expectations: Work performance is inadequate and inferior to job expectations

	Comments Please provide and explain ratings, especially ratings of Needs Improvement or Does Not Meet Expectations
<p>Job Knowledge: Understands job duties and responsibilities. Is able to apply skills, abilities, and training to the actual work.</p> <p><input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Does Not Meet Expectations</p>	
<p>Organization Skills: Sets objectives and priorities in order to work effectively and efficiently.</p> <p><input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Does Not Meet Expectations</p>	
<p>Quality of work: Is accurate, neat, complete; does not need to re-do work and pays attention to detail.</p> <p><input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Does Not Meet Expectations</p>	
<p>Quantity of work: Meets or exceeds goals, completes work on time, makes efficient use of work time.</p> <p><input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Does Not Meet Expectations</p>	
<p>Initiative: Starts and finishes work without prompting, recommends new procedures, seeks creative solutions to problems.</p> <p><input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Does Not Meet Expectations</p>	
<p>Dependability: Completes work in a timely manner and meets deadlines. Follows through on plans and assignments.</p> <p><input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Does Not Meet Expectations</p>	
<p>Integrity: Represents self and situations honestly, understands and maintains confidentiality.</p> <p><input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Does Not Meet Expectations</p>	

	Comments
	Please provide and explain ratings, especially ratings of Needs Improvement or Does Not Meet Expectations
<p>Core Values: Treats others with Christian dignity and respect, demonstrates commitment to community and collaboration with co-workers and all whom they serve.</p> <p><input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Does Not Meet Expectations</p>	
<p>Interpersonal skills: Is able to inform, listen, empathize, respond appropriately, and work well with others.</p> <p><input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Does Not Meet Expectations</p>	
<p>Communication: Is able to inform; listen; respond and express thoughts and ideas; clearly, professionally, and appropriately, both orally and in writing.</p> <p><input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Does Not Meet Expectations</p>	
<p>Flexibility: Performs well under pressure, is adaptable, and welcomes change as an opportunity.</p> <p><input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Does Not Meet Expectations</p>	
<p>Judgment: Exercises sound judgment. Demonstrates awareness of work-related considerations in decision making.</p> <p><input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Does Not Meet Expectations</p>	
<p>Attendance: Does not have unexplained or unexcused absences or tardiness; does not leave early or exceed allowed lunch or rest periods; demonstrates commitment to the job.</p> <p><input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Does Not Meet Expectations</p>	
<p>Appearance: Adheres to dress code, is professional, neat and clean in appearance, grooming and hygiene.</p> <p><input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Does Not Meet Expectations</p>	

PASTORAL VALUES: Indicate below, examples of how employee demonstrates or needs to better demonstrate adherence to Archdiocese pastoral values which are: service, stewardship, communication, and excellence. Indicate

OVERALL PERFORMANCE: Meets Expectations Needs Improvement Does Not Meet Expectations

Strengths/Accomplishments:

Continuing Development/Improvement Needed:

Counseling Notice(s): Verbal/Date(s): _____ Written/Date(s): _____

EMPLOYEE COMMENTS: Employee may use this space to comment on Introductory Period Review.

My signature acknowledges that the contents of this review have been discussed with me; it does not imply agreement or disagreement.

Employee Signature

Date

Supervisor Signature

Date

Department Head/Person in Charge

Date

To be completed by the supervisor: - Based on the overall performance rating, the supervisor should make a recommendation regarding employment (check one)

____ Employee has made acceptable progress and has satisfactorily performed his/her job duties within this evaluation period and is recommended for continued employment with the understanding that the employer/employee relationship is "at will", where either the Archdiocese or the employee can terminate the employment relationship at any time for any reason, with or without notice.

____ Employee has not made acceptable progress during this evaluation period due to circumstances that may be overcome with additional time and training. Recommend the introductory period be extended and re-evaluation take place in:

- 30 days 60 days 90 days

____ Employee has not made acceptable progress, has been counseled and given an opportunity to improve. He/she is not expected to improve with additional time or training. Termination is recommended.