

## OCCIDENTAL COLLEGE

### Introductory Period Performance Appraisal (For the Employee's first 180 days of service)

<b>Employee:</b>	<b>Hire Date:</b>
<b>Period of Appraisal:</b>	<b>Supervisor:</b>
<b>Job Title:</b>	<b>Department:</b>

**Instructions to Supervisors:** The purpose of the Introductory Period Performance Appraisal is to give new employees performance feedback and document whether or not the Employee has successfully passed the Introductory Period.

**Areas for review and completion:**

1. Have you reviewed the Position Description with, and provided a copy to the new Employee?  
Yes\_\_\_ No\_\_\_
2. Have you oriented the Employee in using the Annual Performance Appraisal form and process for the remainder of the current appraisal period? Yes\_\_\_ No\_\_\_
3. Based on the Employee's Position Description, use the following rating factors documenting the degree to which the Employee has accomplished the expected performance and behavior standards during this Introductory Period:

**(AS) Above Standards** - Performance is consistently above standards in most or all areas.

**(ME) Meets Standards** - Performance meets most or all position requirements.

**(NI) Needs Improvement** - Performance does not consistently meet performance standards.

**(NM) Does Not Meet Standards** - Performance is consistently below standards and failed to progress.

RATING	FACTORS
	<b>Knowledge of job, considering the skill level needed to perform the job successfully</b> Comments:
	<b>Quality of work, considering the accuracy, thoroughness and effectiveness of work performed</b> Comments:
	<b>Quantity and Timeliness, considering the volume produced and promptness</b> Comments:
	<b>Relationship with others, considering employee's tact, cooperation and interpersonal communication skills</b> Comments:
	<b>Attendance and Dependability, considering frequency of absences and tardiness</b> Comments:
	<b>Has the Employee completed the College's mandatory Anti-Harassment Training in compliance with California law? Yes__ No__</b>
	<b>Overall Employee Performance:</b> Employee should be retained in this position: <input type="checkbox"/> YES <input type="checkbox"/> NO Overall Comments:

**Please describe areas Employee is above standards:**

**Please describe areas Employee needs improvement:**

**EMPLOYEE COMMENTS:**

This appraisal was discussed with the employee on : \_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature Date

\_\_\_\_\_  
Employee's Signature Date

\_\_\_\_\_  
Department Head's Signature Date

\_\_\_\_\_  
Vice President/Dean's Signature Date

\_\_\_\_\_  
Director of Human Resources Date