

OCCIDENTAL COLLEGE

Introductory Period Performance Appraisal for Senior Executives

(For the first 180 days of service)

Employee:	Hire Date:
Period of Appraisal:	Supervisor:
Job Title:	Department:

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
	Knowledge of job, considering the skill level needed to perform the job successfully Comments:
	Quality of work, considering the accuracy, thoroughness and effectiveness of work performed Comments:
	Relationship with others, considering employee's collaborative and interpersonal skills Comments:
	Has the Employee completed the College's mandatory Anti-Harassment Training in compliance with California law? Yes__ No__
	Overall Employee Performance: Should this employee should be continued in this position: <input type="checkbox"/> YES <input type="checkbox"/> NO Overall Comments:

Please describe areas Employee is above standards:

Please describe areas in which further development may be needed:

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