

OCCIDENTAL COLLEGE

Introductory Period Performance Appraisal for Bargaining Unit

(For the Employee's 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.

4.

RATING	FACTORS
	Shows good attendance and punctuality
	Presents a positive professional image
	Shows good quality of work and productivity
	Works well with the team and supervisor
	Provides quality customer service
	Follows Safety requirements
	Has the Employee completed the College's mandatory Anti-Harassment Training in compliance with CA 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:

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