



Introductory Period Evaluation Form

Employee Name

Supervisor

Job Title

Department

Hire Date

Date of Discussion

To ensure a fair and transparent process, the supervisor will share this form with the employee before the discussion, and complete the write-up after the discussion. The employee has the opportunity to provide comments in the last box.

Provide the employee with feedback about their work. Note the specific competencies and skills they exhibit (such as effective time management), as well as skills that need to be developed.

Ask the employee to discuss any challenges they've encountered since starting at the agency, and the impact on their performance (either positive or negative).

Ask the employee if their experience thus far has matched the expectations they had prior to joining the agency. Have aspects such as workload, job duties, and supervision matched their expectations?

Review the job description with the employee; document changes in duties and priorities, if necessary.

Identify and document performance goals that will serve as the basis for the employee's annual performance assessment.

Professional development:

Identify the area(s) in which the new employee may need additional training.

Discuss and document professional development opportunities for the employee.

To be completed by the employee:

What support and guidance can your supervisor provide to increase your understanding of the agency, your department, and effectiveness overall?

Introductory Period Review – Supervisor's Recommended Action

Successful Completion of Introductory period – Meets expectations

Introductory Period to be extended – Does not meet expectations

Additional Action is Recommended – Does not meet expectations

If the employee does not meet expectations, contact the Human Resources Generalist for assistance prior to meeting with them.

Employee Signature

Date

Supervisor Signature

Date