



Introductory Period Evaluation Form

As is discussed in the employee handbook, the first three months of employment are considered an introductory period. This period offers new employee the opportunity to get to know the organization and understand their work tasks and expectations. It also offers both the employee and the agency the opportunity to determine whether the needs and expectations are met. During this time, supervisors work closely with new employees to support their successful completion of the introductory period. **The employee and supervisor will receive an email notice when an employee's introductory period is reaching completion.**

The introductory-period culminates in an evaluation that documents the new employee's performance during this period, establishes a mutual understanding of the employee's baseline performance level, and sets expectation for future advancement. Based on this evaluation, the supervisor makes one of the following recommendations to Human Resources regarding continuation of employment:

- The new employee has successfully completed the introductory period
- The introductory period needs to be extended for three months
- The new employee has not successfully completed the introductory period, and employment should end

After the three month introductory period, the supervisor arranges a meeting with the employee to discuss the evaluation, which will be filled out by the supervisor. During the meeting, the supervisor will provide the context of the introductory period evaluation and an overview of the comments. The employee also has an opportunity to provide comments. After the meeting, the supervisor will submit the signed and dated form to Human Resources at hr@ctps.org.

In addition to completing the introductory period evaluation form, the supervisor should also provide the final job description for this position to Human Resources. Job descriptions should be emailed to hr@ctps.org.

The introductory-period evaluation should always be completed at the end of a new employee's first three months, because it is critical for determining the future of the new employee's status at the agency, and some benefits cannot be vested or used before successful completion of the introductory period.