



EMPLOYEE INTRODUCTORY PERIOD FORM
Human Resources Department
FORDHAM UNIVERSITY

ADMINISTRATOR

DEPARTMENT: _____ MANAGER: _____

DATE: _____ EMPLOYEE: _____

The above-named employee's probationary period (6 months) will end on _____.
Please review and evaluate the employee's proven and observable on-the-job performance.
Please check your ratings and discuss your comments with the employee. Encourage him/her to respond either verbally and/or in writing.

Kindly state below your overall evaluation, taking into consideration the most important factors of the job.

	Above Average	Average	Less than satisfactory	Unacceptable
Job Knowledge	[]	[]	[]	[]

Comments: _____

Initiative	[]	[]	[]	[]
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Comments: _____

Communication Skills	[]	[]	[]	[]
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Comments: _____

Dependability	[]	[]	[]	[]
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Comments: _____

Work Organization	[]	[]	[]	[]
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Comments: _____

Decision Making	[]	[]	[]	[]
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Comments: _____

Employee's Overall Evaluation	[]	[]	[]	[]
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Comments: _____

Please answer the following question:

1. Do you wish to retain this employee?

Yes []

No []

Comments/Supporting Information: _____

Department Head

Date

My supervisor has met with me to discuss my performance. (Attach page with additional comments, if necessary)

Employee

Date

Please complete and return this form to Human Resources no later than: _____