



New Employee Progress Report ~ Non-Exempt Support Staff

30 60 90

(Circle one)

NAME: _____ DEPARTMENT: _____

DATE EMPLOYED: _____ SUPERVISOR: _____

Codes: A=Exceeds Job Requirements B=Meets Job Requirements C=Needs Improvement D=Unacceptable

	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>
Safety	—	—	—	—
Quality of Work	—	—	—	—
Quantity of Work	—	—	—	—
Following Instructions	—	—	—	—
Attitude Toward Work/University	—	—	—	—
Ability to Get Along with Others	—	—	—	—
Attendance/Punctuality	—	—	—	—
Observed Strengths and/or Weaknesses:	_____			

Other: _____

Goals: _____

Employee Comments: _____

Supervisor Comments: _____

Signature of Supervisor _____ Date _____ Signature of Employee _____ Date _____

At 45 days, please schedule to meet with Colleen Manley, Director of Human Resources (Ext. 5596).