



# Middlebury Institute of International Studies at Monterey

## 3 Month PERFORMANCE EVALUATION FORM

Each new and rehired employee works on an "introductory status" in accordance with the time period indicated in the Employee Handbook. The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. Supervisors use this period to evaluate employee capabilities, work habits, and overall performance. Supervisors should be committed to providing continuous support and training throughout the initial introductory period and beyond.

The INTRODUCTORY PERIOD PERFORMANCE APPRAISAL form is used to facilitate and encourage managers and supervisors to formally monitor introductory employee's performance and adaptability during the introductory period. While less comprehensive than the regular performance appraisal, it is an extremely valuable tool to evaluate new, newly promoted or other categories of introductory of employees.

The Supervisor should complete the appraisal and meet with the employee before the end of the three month Introductory Period. After meeting, the staff member will sign the review to acknowledge it was presented (this does not imply agreement with the review), and the supervisor will forward it to Human Resources to be reviewed and placed in the staff member's file.

**Name of staff member:** \_\_\_\_\_ **Department:** \_\_\_\_\_  
**Title of position:** \_\_\_\_\_  
**Name of Supervisor** \_\_\_\_\_ **Evaluation period:** \_\_\_\_\_

General Performance Criteria	Comments
• attendance	
• dependability	
• demonstrates required skills and knowledge	
• initiative	
• relationship with co-workers	

**Employee has successfully completed their Introductory Period:**

- ☐ **Yes**  
☐ **No**  
☐ **Extend Introductory Period one month; follow-up review to be completed by the end of the one month extension.**

**Employee Comments**


**Supervisor Comments**


**SIGNATURES**

**Supervisor's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_  
*Signature does not necessarily imply concurrence; it only acknowledges review*

**Date:** \_\_\_\_\_

**Human Resources:** \_\_\_\_\_

**Date:** \_\_\_\_\_