



# Performance Appraisal 90-day Introductory Period

**Business Office**

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Employee Name: \_\_\_\_\_ Review Period: \_\_\_\_\_

Title: \_\_\_\_\_ Department: \_\_\_\_\_

Evaluated by: \_\_\_\_\_  
*Name Title Date*

Our performance management system was designed to accomplish better communication and performance among all employees. It provides a means for management to discuss an employee's performance against previously determined goals and to identify employee needs in terms of future development. It also provides employees with the opportunity to discuss procedural changes or elimination of possible impediments to their productivity and development.

All new employees will be reviewed after they have completed the 90-day Introductory Period. The performance appraisal process is not a substitute for two-way communication between employees and their supervisors during the Introductory Period. Rather it is the formalized documentation of what should be an ongoing practice that supports our core values of equity, trust, teamwork and communication.

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|--------------------|--|
| Outstanding        | Performance well beyond expectations; positive behavior reflecting a keen interest in excellence and exceeding University goals.                     |
| Above Expectations | Performance above average; behavior constantly reflects interest in improving and attaining higher level of achievement for self and the University. |
| Meets expectations | Performance at average level; some interest in improving and positive behavior about the job and the University.                                     |
| Below expectations | Performance is below average; behavior reflects little concern for improving.  |
| Unsatisfactory     | Performance is unacceptable; negative behavior about the job and the University.   |

**PART I**  
**EVALUATION OF JOB - RELATED FACTORS**

<b>Performance</b>	<b>Outstanding</b>	<b>Above Expectations</b>	<b>Meets Expectations</b>	<b>Below Expectations</b>	<b>Unsatisfactory</b>
Completes tasks on time					
Work quality					
Productivity					
Works independently					

<b>Communication</b>					
Reports to proper supervisor(s)					
Understands instructions easily					
Communication skills					

<b>Interpersonal Skills</b>					
Working relationship with others					
Relationship with customers/students					
Relationship with supervisor					

<b>Attendance</b>					
Punctuality					
Absenteeism					
Overall attendance record					

<b>Knowledge/Skills</b>					
Meets job requirements					
Applies knowledge/skills to job					
Adds to knowledge and skills					

<b>Other</b>					

## Evaluator's Comments

1. In what specific areas, if any, has the employee excelled?

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2. In what specific areas does the employee need improvement?

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3. What goals should the employee plan to meet before the next scheduled evaluation?

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4. Other comments?

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## Employee's Comments

1. What could the University do to better use your skills and strengths?

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2. What areas do you need improvement in, and what steps will you take to improve?

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3. Is there any additional training that you feel you need?

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Signatures:

\_\_\_\_\_  
Evaluator

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Human Resources

Copy to:

Employee  
Personnel File

Date of Next Scheduled Review: \_\_\_\_\_

## PART II PERFORMANCE IMPROVEMENT PROGRAM

Please identify the areas where performance improvement is necessary. Then list specific actions that should be taken to improve performance deficiencies. Finally specify a time-frame within which such actions should be accomplished.

**Employees who are on a Performance Improvement Program should be monitored at least quarterly, and more frequently if warranted by individual circumstances.**

Areas for Improvement in Performance	Specific Actions to be Taken	Time-frame for Completion

Employee Comments:

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Supervisor's (Evaluator's) Comments:

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Employee: \_\_\_\_\_ Date \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date \_\_\_\_\_

Human Resources: \_\_\_\_\_ Date \_\_\_\_\_