

**MRWMD
PERFORMANCE REVIEW
3-MONTH PROBATIONARY PERIOD**

Employee Name _____ **Title** _____

Department _____ **DOH** _____

Instructions to Evaluator: While we encourage ongoing dialogue between the new employee and manager, we require at least two formal reviews during the probationary period (3 months and 6 months). The goal is to ensure the new employee is provided honest feedback regarding how they're doing in the job and to encourage the new employee to communicate to you, what they need to succeed in the role. Please ask the new employee to rate themselves in each area and enter their rating in the "Emp" column. Then, you rate the employee and enter your rating in the "Sup" column.

Indicate the evaluation of the employee's job performance by writing a number between 1 and 4 on the blank line to the right of each attribute, in the appropriate column. Use the following scale:

4 = Above expectations. Performance above average; behavior constantly reflects interest in improving and attaining higher level of achievement for self and District.

3 = Meets expectations. Performance at average level; some interest in improving and positive behavior about the job and the District.

2 = Below expectations. Performance is below average; behavior reflects little concern for improving.

1 = Unsatisfactory. Performance is unacceptable; negative behavior about the job and the District.

	3-Month Rating	
	Emp.	Sup.
QUANTITY OF WORK The extent to which the employee accomplishes assigned work of a specified quality within a specified time period.		
QUALITY OF WORK The extent to which the employee's work is well executed, thorough, effective, accurate.		
KNOWLEDGE OF JOB The extent to which the employee knows and demonstrates how and why to do all phases of assigned work, given the employee's length of time in his/her current position.		
RELATIONS WITH SUPERVISOR The manner in which the employee responds to supervisory directions and comments. The extent to which the employee seeks counsel from supervisor on ways to improve performance and follows same.		
COOPERATION WITH OTHERS The extent to which the employee gets along with other individuals. Consider the employee's tact, courtesy, and effectiveness in dealing with co-workers, supervisors, and customers.		

	Emp.	Sup.
<p>ATTENDANCE AND RELIABILITY The extent to which employee arrives on time and demonstrates consistent attendance; the extent to which the employee contacts supervisor on a timely basis when employee will be late or absent.</p>		
<p>INITIATIVE AND CREATIVITY The extent to which the employee is self- directed, resourceful and creative in meeting job objectives; consider how well the employee follows through on assignments and modifies or develops new ideas, methods, or procedures to effectively meet changing circumstances.</p>		
<p>CAPACITY TO DEVELOP The extent to which the employee demonstrates the ability and willingness to accept new/more complex duties/responsibilities.</p>		

1. Employee Comments (What could the company do to better use your skills and strengths? What areas do you need improvement in, and what steps will you take to improve? Other Comments?)

Employee Signature

Date

Evaluator Comments (In what specific areas, if any, has the employee excelled in or needs improvement in? What goals should the employee plan to meet before the next scheduled evaluation?)

Evaluator Signature

Date