

- Sample Form - New Position Performance Evaluation

This is an example form used by one of our customers. If you would like us to send you the editable Word document, please contact info@halogensoftware.com

Appraisal Score

Overall Score: / 5.0

Name:

Hire Date:

Job Title:

Department:

Division:

Manager Name:

Review Period: From:

To:

Purpose of Appraisal: For current employees during their 1st 3 months in a new position
 For current employees during their 2nd 3 months in a new position

Performance Factors

Score: / 5.0

Quality of Work

Score: / 5.0

Consider: accuracy; neatness; timeliness; attention to detail; volume/quantity requirements; adherence to duties and procedures in Job Description and Work Instruction.

- Outstanding
- Exceeds Requirements
- Meets Requirements
- Needs Improvement
- Unsatisfactory

Additional Comments:

Work Habits

Score: / 5.0

Consider: attendance; punctuality; organization. Does the employee stay busy; look for things to do; and follow company policies and work procedures?

- Outstanding
- Exceeds Requirements
- Meets Requirements
- Needs Improvement
- Unsatisfactory

Additional Comments:

Job Knowledge

Score: / 5.0

For example, has the employee demonstrated the skill and ability to perform the job satisfactorily, shown interest in learning and improving, and become familiar with our rules and policies in the Employee Handbook?

- Outstanding
- Exceeds Requirements
- Meets Requirements
- Needs Improvement
- Unsatisfactory

**Additional
Comments:**

Behavior/Relations with Others

Score: / 5.0

For example, does the employee cooperate and contribute to team efforts, respond positively to suggestions and instructions or criticism, keep supervisors informed of important details, and adapt well to changing circumstances?

- Outstanding
- Exceeds Requirements
- Meets Requirements
- Needs Improvement
- Unsatisfactory

**Additional
Comments:**

Overall Progress

(Select one option)


- Employee performance and learning is unsatisfactory and failing to improve at a satisfactory rate.
- Employee performance and learning is acceptable and improving at a satisfactory rate.
- Employee has successfully completed the orientation period for this position.

**Additional
Comments:**

Recommendation

Select one option)

- Extend the Orientation Period for further assessment (please indicate next review date).
- Convert employee to regular at-will employment status.

Review again on: 

Final Comments