



# New position performance evaluation form

**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 first 3 months in a new position
- For current employees during their second 3 months in a new position

## Performance Factors

**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:  

Additional Comments:

Final Comments:





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