

90-Day Introductory-Period Review



CABRINI
UNIVERSITY

Supervisors should complete this review no later than ninety (90) calendar days after a new employee begins work and submit this document to Human Resources.

Employee Name _____

Job Title _____

Supervisor _____

Date of Hire _____

Focus on Results - Demonstrates ability to plan, organize, and implement tasks or programs and set priorities to meet deadlines; takes initiative and personal responsibility for assignments; seeks input when solving problems.

Meets Expectations

Below Expectations

Comments about Focus on Results:

Quality and Reliability - Completes tasks and provides services accurately, thoroughly, and promptly; Attendance is reliable and consistent; Demonstrates sound judgment and correct decision making.

Meets Expectations

Below Expectations

Comments about Quality and Reliability:

Job Knowledge and Competencies - Applies specialized knowledge and has ability to perform job; willingness to learn; makes effective, appropriate decisions; knows and complies with operating expectations, policies, and procedures.

Meets Expectations

Below Expectations

Comments about Job Knowledge and Competencies:

Core Values in the Workplace - Demonstrates integrity and behaves ethically; helps to resolve interpersonal and team conflicts constructively.

Meets Expectations

Below Expectations

Comments about Core Values in the Workplace:

Communication - Demonstrates ability to effectively present ideas, concepts and information in both oral and written form; good listening skills; provides timely feedback.

Meets Expectations

Below Expectations

Comments about Communication:

Successfully Completed Introductory Period

Introductory Period Extended Until _____

Extensions must be approved through Human Resources, and documentation must be attached.

Employee Signature _____

Date _____

Supervisor Signature _____

Date _____

www.cabrini.edu/hr - Updated August 11, 2016

FOR HUMAN RESOURCES USE ONLY

DATE RECEIVED: _____

REVIEWED BY: _____

OKAY TO FILE: _____