LE MOYNE Spirit. Inquiry. Leadership. *Jesuit*.

Name:		Initial Re	evie	w Fo	orm			
Review Period From:	Name:		_Job Tit	le:				
 1 - Must Improve - Performance results overall fail to meet position requirements. Definitely below acceptable standards 2 - Needs to Improve - Performance results show inconsistent achievement. Improved results are needed if performance is to meet standard requirements. 3 - Good Performance - Performance results consistently meet job requirements and in many cases exceed them 5 - Outstanding Contribution - Performance results are consistently above job requirements. 5 - Outstanding Contribution - Performance results are consistently above job requirements. Makes Special Contribution - Performance results are consistently above job requirements. 7 - Must Improve - Performance results are consistently above job requirements. 9 - Outstanding Contribution - Performance results are consistently above job requirements. 9 - Outstanding Contribution - Performance results are consistently above job requirements. 9 - Outstanding Contribution - Performance results are consistently above job requirements. 9 - Outstanding Contribution - Performance results are consistently above job requirements. 9 - Outstanding Contribution - Performance results are consistently above job requirements. 9 - Outstanding Contribution - Performance results are consistently above job requirements. 9 - Outstanding Contribution - Performance results are consistently above job requirements. 9 - Outstanding Contribution - Performance results are consistently above job requirements. 9 - Outstanding Contribution - Performance results are consistently above job requirements. 9 - Outstanding Contribution - Performance for Review Period: 								
5 – Outstanding Contribution – Performance results are consistently above job requirements. Analysis Chart 	 Must Improve – Performa standards Needs to Improve – Perfo performance is to meet stand 	nce results overall fail to rmance results show inc ard requirements.	o meet p	nt achiev	requiren vement.	Improv		
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Care/Utilization of Equipment Care/U								-
Brief Narrative on Employee's Performance for Review Period:		ilization of Equipment						-
		Performance for Review	w Perioc	1:				

Areas for Improvement:	
Recommendation: Place on permanent payroll (thi	s starts employee's leave bank and grants 1 personal day) ntil:
Supervisor's Signature:	Date:
I understand that my signature is required but that signing th	is form is not necessarily an indication that I agree with its contents.
Employee's Signature:	Date:
For Office Use Only:	
Change in Status: Start Leaves bank:	1 personal day:
*Previous full-time employment counts toward leave ti	me (vacation and personal accrual)
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