

Initial Review Form

Name: _____ Job Title: _____

Review Period From: _____ to _____ (90 days – non-exempt staff; 6 months – security officers)

Rating Scale – Ratings should be based on the employee's job description

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.

4 – Makes Special Contribution – Performance results meet all job requirements and in many cases exceed them.

5 – Outstanding Contribution – Performance results are consistently above job requirements.

Analysis Chart

	1	2	3	4	5
Knowledge of Work					
Quality of Work					
Quantity of Work					
Attitude/Cooperation					
Initiative					
Judgment					
Punctuality					
Attendance					
Safety					
Care/Utilization of Equipment					

Brief Narrative on Employee's Performance for Review Period:

Strong Points:

Areas for Improvement:

Recommendation: ☐ Place on permanent payroll (this starts employee's leave bank and grants 1 personal day)
☐ Continue probationary period until: _____

Supervisor's Signature: _____ Date: _____

I understand that my signature is required but that signing this 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 time (vacation and personal accrual)