**Introductory Review – Employee Input**

**Employee:** Click here to enter text. **Manager:** Click here to enter text.

**Title:** Click here to enter text. **Date Hired:** Click here to enter text.

**Department:** Click here to enter text. **Introductory Period:** 3 months or 6 months

**Check appropriate answers and comments to below.**

|  |  |  |  |
| --- | --- | --- | --- |
| Do you understand the requirements of your job? | Yes | Partly | No |
| Do you feel your training has been adequate to successfully complete your job? | Yes | Partly | No |
| Do you have regular opportunities to discuss your work and objectives with your manager? | Yes | Partly | No |
| Would you like to have more informal meetings with your manager? | Yes | Partly | No |

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Do you have any skills, aptitudes, or knowledge not fully utilized in your job? If so, what are they and how could they be used?

Click here to enter text.

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Is there any special help or “coaching you would like from your manager?

Click here to enter text.

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How well does your position satisfy your personal/professional goals?

Click here to enter text.

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What training, career, or future job opportunities are of interest to you?

Click here to enter text.

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Please summarize your thoughts/feelings about your employment with WPI.

Click here to enter text.

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Additional comments, questions, or suggestions.

Click here to enter text.

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**Employee Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_