**Introductory Review**

**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

**For each of the following factors, please indicate to what degree the employee has met expectations during this introductory period:**

1. **Job Results** – Applies knowledge and available resources effectively and efficiently. Adaptable to new information, changing situations, and/or changing conditions while consistently meeting deadlines. Supports change and seeks to learn, innovate, and improve services, processes, practices, and knowledge. Able to multi-task and switch priorities as needed. Dependable and adheres to work schedule.

**Does not meet Partially Meets Meets Expectations Exceeds Expectations**

1. **Teamwork / Cooperation** – Earns the respect and confidence of others. Demonstrates tact and reliability in dealing with students, faculty, staff and co-workers. Shows responsiveness to community, departmental and University needs. Values the diverse backgrounds and perspectives of others. Seeks and values input of others using their contributions to guide actions and decisions. Finds common ground. Is a cooperative team player.

**Does not meet Partially Meets Meets Expectations Exceeds Expectations**

1. **Problem Solving/Decision Making** – Demonstrates clear understanding of a problem, identifies and researches possible solutions, and sets reasonable expectations for the solution. Seeks ways to connect with others to find solutions to problems that benefit the team or the University as opposed to individuals. Utilizes pertinent data and information when making decisions and exhibits reasoning and sound judgement in decisions. Demonstrates good listening skills and is inclusive of varying ideas, costs, and outcomes when considering decisions to be made, and articulates why the final decision is the best solution.

**Does not meet Partially Meets Meets Expectations Exceeds Expectations**

1. **Accountability** – Knowledgeable and accurate in performing his/her assigned job duties. Understands University and departmental policies and procedures. Demonstrates accountability, transparency and ethical conduct. Exercises a strong sense of priority, time management and follow through.

**Does Not meet Partially Meets Meets Expectations Exceeds Expectations**

1. **Communication** –Expresses oneself clearly and ensures productive interactions at all levels of the university through effective verbal and written communications as well as active listening techniques. Shares ideas and information with others as appropriate and respects confidentiality.

**Does not meet Partially Meets Meets Expectations Exceeds Expectations**

1. **Receiving / Giving Feedback** – Shares information, advice and suggestions to help others to be more successful. Seeks constructive feedback and follows up to ensure progress is being made.

**Does not meet Partially Meets Meets Expectations Exceeds Expectations**

1. **Management Skills** (if applicable) – Sets a positive example for their team and for the University. Inspires commitment, encourages and supports collaboration and teamwork. Provides specific and timely feedback and positive reinforcement to employees. Identifies career development opportunities. Helps others achieve success, provides direction. Provides vision, promotes and ensures alignment with WPI’s goals and values.

**Does not meet Partially Meets Meets Expectations Exceeds Expectations**

**ADDITIONAL COMMENTS:**

Click here to enter text.

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**Areas of Strength**

Highlight the employee’s greatest strengths at this time.

Click here to enter text.

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**Areas of Opportunity**

Highlight the employee’s current areas of improvement at this time.

Click here to enter text.

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**Suggested Actions/Goals for Upcoming Review Period**

Specify which actions/goals you would like the employee to focus on moving forward in his/her role. Highlight and discuss any potential obstacles and confirm how to check-in on the actions/goals throughout the year.

Click here to enter text.

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**III. SUMMARY AND RECOMMENDATIONS**

**SUMMARY**

**How would you rate the employee’s overall performance at this time?** (Please only select one rating.)

[ ]  **Exceeds Expectations**

[ ]  **Meets Expectations**

[ ]  **Partially Meets Expectations**

[ ]  **Does Not Meet Expectations**

**RECOMMENDATIONS**

[ ]  Employee has successfully completed introductory period.

[ ]  Extension of introductory period is required for further evaluation.

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**IV. SIGNATURES**

**Reviewing Manager’s Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_

**Employee’s Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_