SERINO COYNE START UP EVALUATION FORM

HUMAN RESOURCES

EMPLOYEE DETAILS

Name:

Job Title:

Department:

Hire Date:

Evaluation Date:

MANAGER EVALUATION

HITTING YOUR MARKS
The purpose of the performance ratings is to determine whether or not the employee being evaluated is equipped with the skills and abilities required to be hired as a regular full time employee in that role. Select the rating that best matches the individual’s performance for each skill listed.

STANDING OVATION: This should be chosen in cases where the employee’s performance in the stated area significantly exceeds expectations. Performance is consistently at an outstanding level. Employee is a role model for others in the competency listed.

APPLAUSE: This rating should be selected for employees who are effective and fully proficient in the area listed. This is the expectation for a capable, well-qualified individual.

NEEDS MORE REHEARSAL: This rating should be used when performance does not consistently meet the needs for the position in a specific category, the employee needs further development, or the employee is lacking in a specific area.

BUSINESS SKILLS SCORE
(Job Knowledge, Quality of Work, Quantity of Work, Judgement)

[ ]  Standing Ovation

[ ]  Applause

[ ]  Needs More Rehearsal

Manager Comments:

WORKING IN HARMONY
(Communication Skills, Collaboration/Interpersonal Skills)

[ ]  Standing Ovation

[ ]  Applause

[ ]  Needs More Rehearsal

Manager Comments:

ALL-STAR ATTITUDE
(Dependability, Work Ethic)

[ ]  Standing Ovation

[ ]  Applause

[ ]  Needs More Rehearsal

Manager Comments:

COMPANY MATTERS
(Organizational Commitment, Attendance and Punctuality)

[ ]  Standing Ovation

[ ]  Applause

[ ]  Needs More Rehearsal

Manager Comments:

MANAGER COMMENTS REGARDING ANY ACCOMPLISHMENTS ACHIEVED BY THE EMPLOYEE DURING THE START-UP PERIOD:

MANAGER COMMENTS REGARDING EMPLOYEE’S OVERALL PERFORMANCE IN THE POSITION:

NEXT STEPS:

Based on performance during your 90-day introductory period, your employment…

[ ]  Was Successful

[ ]  Hasn’t met all requirements, star-up/improvement period to be extended

[ ]  Will be terminated

Manager Comments (if applicable):

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Employee Signature: Date:

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Manager Signature: Date: