

NEW EMPLOYEE PERFORMANCE APPRAISAL FORM

NATIONAL OPTICAL ASTRONOMY OBSERVATORY

Performance Appraisal for newly hired employees currently in their initial orientation/probationary period.

Name:

Department:

Position:

Date hired:

Probationary period ends:

Supervisor:

Briefly describe the employee's performance regarding the basic knowledge, skill and ability necessary to perform this job. Does performance reflect the level expected from pre-employment information (i.e. information provided during interviews, listed on resume, etc.):

Briefly describe the quantity and quality of work considering the length of time on the job:

Briefly describe how the employee has, or has not, shown the ability to grasp new ideas and job functions needed for this position:

Briefly describe the employee's level of cooperation and teamwork related to that needed for this position:

Describe the performance areas that show potential to become strengths:

Describe those areas in need of further training and/or development:

Additional Supervisor Comments. Include any recommendations for further action (i.e. remove from probation, extend probation, other):

Employee Comments:

Employee Signature

Date

Supervisor Signature

Date

cc: Human Resources

Aug-99