NEW HIRE PROGRESS REVIEW

The ***New Hire Progress Review*** is designed to give the employee feedback and to assess progress of the new employee thus far.

Employee Name	Date of Review
Job Title	Department

Overall Rating:

☐ **Satisfactory/Meets Expectations** (Performance shows consistent development and growth in position. Is at expected level for 90 days.

☐ **Below Expectations** (Performance shows deficiencies which interfere with established performance expectations)

☐ **Probationary Period Extended** **Until** _____ *Date*	

Comments on Progress: (Describe progress toward meeting established performance expectations)

Employee Goals and Training Still Needed: (List items identified by employee and supervisor)

Employee Signature	Date	Supervisor Signature	Date
Department Head Signature	Date	Senior Staff Signature	Date

COPY FOR THE EMPLOYEE
ORIGINAL TO PERSONNEL SVCS.