

# 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
<b>Overall Rating:</b> <input type="checkbox"/> <b>Satisfactory/Meets Expectations</b> (Performance shows consistent development and growth in position. Is at expected level for 90 days. <input type="checkbox"/> <b>Below Expectations</b> (Performance shows deficiencies which interfere with established performance expectations)	
<input type="checkbox"/> <b>Probationary</b> <b>Period Extended</b>	<b>Until</b> _____ <i>Date</i>
<b>Comments on Progress:</b> (Describe progress toward meeting established performance expectations)	
<b>Employee Goals and Training Still Needed:</b> (List items identified by employee and supervisor)	

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Senior Staff Signature

\_\_\_\_\_  
Date