



ELON UNIVERSITY

ELON UNIVERSITY INTRODUCTORY PERIOD APPRAISAL REPORT

The below named employee will have completed three months of service and will become eligible for Regular Status. After completing the appraisal both the staff member and the supervisor should sign the completed form and send it to the next level manager for review. Please return this report to the Office of Human Resources, 2070 Campus Box or email to employeerelations@elon.edu, prior to that date.

Employee's Name:

Employment Start Date:

Job Title:

Department:

Supervisor:

Rating Scale and Definitions:

Needs Improvement: Performance generally fails to meet the defined expectations or requires frequent close supervision, and/or redoing of work. The employee is not doing the job at the level expected for employees in the position. Unsuccessful job performance is due to the employee's own lack of effort or skills.

Meets Expectations: The employee is doing the job at the level expected for employees in this position. This performance is due to the employee's own effort and skill.

Exceeds Expectations: The employee consistently goes far beyond what is expected of employees in this job. Performance that exceeds expectations is due to the own effort and skills of the employee. Any performance not consistently exceeding expectations is minor or due to events not under the control of the employee.

	Needs Improvement	Meets Expectations	Exceeds Expectations
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Job Knowledge: Demonstrates functional expertise as it relates to the job. Strives for excellence. Asks relevant questions when uncertain. Shares information and knowledge with others.

Quality and/or accuracy of work: Achieves results that are accurate, thorough, dependable and useful.

Initiative: Handles unforeseen difficulties successfully, develops new ideas and does not require close supervision.

Attendance: Present at work for the allotted time period listed in contract

Receptive to Feedback: Open to opinions and ideas that differ from their own, refrains from getting defensive.

Time Management: Able to use one's time effectively or productively

Accountability: Responsible for actions and interactions with employees, colleagues, and the public.

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Comments on the above:

Note: If retention as a regular employee is not recommended or if an extension of the introductory period is recommended, contact Employee Relations before discussion with employee; otherwise discussion may be held prior to returning this form to Human Resources.

Based on the above, I **do** recommend retention as a regular employee I **do not** recommend retention as a regular employee

Immediate Supervisor's Signature: _____ Date: _____

Next Level Manager's Signature: _____ Date: _____

Employee's Signature: _____ Date: _____