

**Marywood University**  
**Introductory Appraisal Review - Instructions**

Please evaluate new employees within sixty (60) days of hire into a new position.

Shortly after an employee begins work in a new position, you will receive a notice via email where possible with the date each new employee's introductory appraisal report is due along with a copy of these instructions. In normal circumstances, you should complete the report near the end of the 60-day period. However, in some cases you may want to take action sooner. If that occurs, please contact the Asst. VP for Human Resources in advance.

**Completing the Appraisal**

There is no standard form for you to complete, however, a sample outline is attached for your use. Please address the major categories listed below as you complete your appraisal. Feel free to use the questions as a springboard for your comments, and please include specific examples where appropriate.

**Attendance:**

- Is the employee on time?
- Has the employee taken unscheduled time off?
- Does the employee accept overtime when required?
- Does the employee take excessive breaks, visit with others, make personal calls, or spend time on personal email?
- Is the employee available when needed?

**Attitude/Appearance:**

- Is the employee eager and willing to learn new tasks? List some examples.
- Is the employee cooperative and courteous to others?
- How does the employee show support for the University/departmental mission and goals?
- Does the employee show initiative? If so, describe how.
- Is the employee's appearance neat and clean and in accordance with departmental standards?
- Is the employee willing to accept suggestions?

**Communication:**

- Has the employee demonstrated appropriate verbal and written communication skills for the position?
- Does the employee understand assignments and follow through?

**Core Values:**

- How has the employee demonstrated Marywood's core values?
- Include respect for the individual, striving for excellence, service orientation, and integrity.

**Managerial Competencies (if applicable):**

- How has the employee demonstrated appropriate managerial competencies?
- Include managing performance, managerial communications, and coaching and mentoring skills.

**Performance:**

- Does the employee produce a full day's work?
- Does the employee normally meet requirements and deadlines?
- Is the employee learning at an acceptable pace?
- Is the employee learning other jobs? If so, describe.
- Does the employee apply him/herself to the task?
- Does the employee need constant supervision?

Skill Level:

Does the employee demonstrate acceptable skill levels for the position?  
Are the employee's skills improving?

### **Recording Deficiencies**

In areas where you note a deficiency, you must include specific examples of the problem, indicate what you have done to help the employee correct the problem, citing dates of conversations, meetings, etc., and the consequences you have discussed with the employee.

### **Recommendation**

Include your recommendation.

1. Remove introductory status and "pass" the employee
2. Extend introductory period (normally 15 – 30 days)
3. Terminate employment

**Contact the Asst VP for Human Resources before recommending 2 or 3.**

### **Signatures**

Make sure you sign and date the document, share it with the employee, and ask the employee to sign and date it. Encourage the employee to include comments, and give them time after the meeting to write their comments. If the employee refuses to sign, ask another manager to come in and witness that you have shared the document with the employee and that the employee has refused to sign it.

### **Attachments and Distribution**

Attach any pertinent documentation including employee comments, previously documented warnings, etc. to the appraisal and send to the appropriate Vice President.

The Vice President will sign and send the originals to Human Resources, where copies will be made and distributed to all parties.

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**INTRODUCTORY APPRAISAL REVIEW**

**Employee Name:** \_\_\_\_\_ **Title** \_\_\_\_\_

**Department:** \_\_\_\_\_ **Date of Hire** \_\_\_\_\_

**Comment on the following:**

**Attendance:**

**Attitude/Appearance:**

**Communication:**

**Core Values:**

**Managerial Competencies (if applicable):**

**Performance:**

**Recommendation:**

**Remove Introductory Status**

**Extend Introductory Period**

**Terminate Employment**

\_\_\_\_\_  
**Signature of Supervisor**

\_\_\_\_\_  
**Date**

**Employee Comments:**

\_\_\_\_\_  
**Signature of Employee**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Vice President**

\_\_\_\_\_  
**Date**