**COUNTY COLLEGE OF MORRIS**

**Performance Evaluation – Third Month**

*This evaluation report is a method of communicating with an employee about performance, to explain objectives and answer questions.*

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| --- | --- | --- |
| **Name:**       | **Position:**       | **Department:**       |
| [ ]  **New Employee or** **[ ]  Transfer (check one)** | **Hire or Transfer Date:**       | **Date of Evaluation:**       |

**FOR THE NEW EMPLOYEE:** The first six months of employment are a probationary period and a time of orientation and training.

**FOR THE TRANSFERRED EMPLOYEE:** The first six months of a transfer are a time of dialogue and training. Part-time to full-time employees are also on probation for the first six months of transfer.

*The department head is requested to comment on each of the following items.*

**INTERPERSONAL/COMMUNICATION SKILLS** (employee’s attitude, working relationships, interest, flexibility and cooperation)

**APPROACH TO WORK** (employee’s learning ability, grasp of instructions and duties, quality of work and quantity of work)

**ATTENDANCE** (employee’s punctuality, absenteeism and reliability)

**ADDITIONAL REMARKS:**

[ ]  Currently performing at satisfactory or above level [ ]  Further assessment/training required (see additional remarks)

**DEPT. HEAD SIGNATURE: DATE:**

**EMPLOYEE SIGNATURE: DATE:**

**PLEASE FORWARD THIS EVALUATION TO THE HUMAN RESOURCES DEPARTMENT AS SOON AS COMPLETED.**