**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.*

|  |  |  |
| --- | --- | --- |
| **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.**