

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:
<input type="checkbox"/> New Employee or <input type="checkbox"/> 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.