



NEW EMPLOYEE 180-DAY PERFORMANCE ASSESSMENT

This form is intended as a tool for written assessment of an employee's first months in their new role. It is important for managers to provide candid and specific feedback, using examples. This form will become part of the employee's personnel file.

EMPLOYEE ID #:		
EMPLOYEE NAME		
MANAGERS NAME		
JOB TITLE		
DEPARTMENT		
	START DATE	ASSESSMENT DATE

PERFORMANCE RATING SCALE:

Needs Improvement: The performance does not meet the expectations of the job and there are performance gaps that have been identified and require improvement.

Achieves Expectations: Consistently delivers on expectations and fully capable in all aspects of the role. There may be some areas in which the performance exceeds the role's performance expectations. Both the results achieved and the way in which the job is performed are good examples to others.

Exceeds Expectations: Performance consistently exceeds the expectations and standards required for the position. Job performance results in exceptional accomplishments and significant contributions to the goals of the department and the organization.

COMPETENCIES	NEEDS IMPROVEMENT	ACHIEVES EXPECTATIONS	EXCEEDS EXPECTATIONS
Ethics and Values: Acts in a way that is trustworthy and trusting. Conducts business fair-mindedly and with integrity. Adheres to University values and represents the University in a positive manner.			
Business Acumen: Displays an understanding of the University's mission, vision, strategic plan, organizational structure, and how we do business. Exhibits knowledge of, and operates in accordance with, University policies and best practices. Uses appropriate institutional resources to achieve desired results.			
Job Mastery: Demonstrates the knowledge and skills needed to effectively perform his/her current position. Adheres to timelines when getting things done. Pursues guidance and training to sustain and/or enhance necessary expertise. Able to make informed decisions and resolve issues as they occur.			
Interpersonal Skills: Demonstrates respect and civility when interacting with others. Is open to different viewpoints. Communicates clearly and professionally, while taking the time to listen. Collaborates on joint projects and decision-making. Gives and receives candid and helpful feedback.			

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COMPETENCIES	NEEDS IMPROVEMENT	ACHIEVES EXPECTATIONS	EXCEEDS EXPECTATIONS
Initiative: Anticipates needs and takes the necessary steps to accomplish goals, objectives and tasks. Requires limited supervision and stays relevant with emerging trends. Communicates opportunities for process improvement.			
THE FOLLOWING COMPETENCIES ONLY APPLY TO MANAGERS			
Manages Change: Ensures understanding of why the change is necessary and engages specific roles in achieving and sustaining the change.			
Develop Self and Others: Fosters a climate for learning and development. Learning is applied for the betterment of self and others.			
Drives Results: Communicates a compelling vision and business objectives. Demonstrates the ability to act in a decisive and committed way to achieve results. Remains focused, leverages resources, and accomplishes desired outcomes.			

COMMENTS MUST BE PROVIDED FOR ANY "NEEDS IMPROVEMENT" RATING

MANAGER COMMENT: _____

Employee: Sign and return form to your Manager within 48 hours of assessment Date

EMPLOYEE COMMENT: _____

Manager: Sign and send form to HR Partner Date

HR Partner: Review, sign and share executed form with Employee and Manager Date

Please download this form to your computer to make fillable.