



UNIVERSITY CORPORATION AT MONTEREY BAY
100 Campus Center, Seaside, California 93955-8001

PERFORMANCE APPRAISAL
INTRODUCTORY PERIOD (90 DAYS)

Name of Employee: _____ Employee Title: _____

Date of Hire: _____ Department: _____

Supervisor conducting performance Appraisal: _____

Appraisal Date: _____

Please write below an evaluation of strengths and areas needing further development of this employee's performance during the introductory period.

[Empty box for performance evaluation]

Please list most important objectives and include the performance measures and standards against which success will be measured.

[Empty box for objectives and standards]

If you need extra space, use additional sheets of paper.

- Recommendation: [] Successful completion of introductory period and conversion to regular status
[] Extension of the introductory period
[] Release from University Corporation employment

Supervisor's Signature: _____

EMPLOYEE:

I certify that this report has been discussed with me. I understand my signature does not necessarily indicate agreement. I understand that I may respond in writing to any aspect of this evaluation and that this response will be placed in my personnel file.

Signature _____ Title _____ Date _____

cc: Supervisor Employee University Corporation HR (Personnel file)