

Three and Six Month Performance Review			
Employee Name		Department	
Position Title		Reviewer Name	
Employee Start Date		Today's Date	
CHARACTERISTICS			
Quality	Unsatisfactory	Satisfactory	Excellent
Work Environment			
Job Knowledge			
Customer Service			
Team Work			
Accountability/Flexibility			
Quality of Work			
Quantity of Work			
Resourcefulness			
Interpersonal Relations/Diversity			
Punctuality/Dependability			
Planning/Organizing			
GOALS / AREAS OF GROWTH OR CONCERN			
Do you recommend employment continue?	YES	NO	
Do you recommend probationary period extension?	YES	NO	
EMPLOYEE COMMENTS			
Approval			
Employee Signature		Supervisor Signature	
Return to the Office of Human Resources when completed.			