

90 DAY INTRODUCTORY PERIOD REVIEW (IEP)

To be completed by supervisor no later than ninety (90) calendar days after employment and submitted to Human Resources.

Name	Job Title				
Supervisor Date of Hire					
	plan, organize and implement tasks or programs and set e and personal responsibility for assignments, seeks input				
Meets Expectations	Below Expectations				
Comments:					
Quality and Reliability – Completes tasks and provides services accurately, thoroughly and promptly; Attendance is reliable and consistent; Demonstrates sound judgment and correct decision making.					
Meets Expectations	Below Expectations				
Comments:					
Job Knowledge and Competencies - Applies specialized knowledge and has ability to perform job; Willingness to learn, makes effective, appropriate decisions. Knows and complies with College and campus operating expectations, policies, and procedures.					
Meets Expectations	Below Expectations				
Comments:					

Core Values in the Workpla interpersonal and team core			ves ethically;	Helps to resolve
Meets Expec	ctations		Below Expectations	
Comments:				
Communication - Demonstration both oral and written form;				and information in
Meets Expectations			Below Expectations	
Comments:				
Successfully Complete	ed Introductory	y Period		
Introductory Period Ex Extensions must be approve		 and documentation m	ust ho attach	od
extensions must be approve	sa tillougii iik i	and documentation in	usi be allacii	eu.
Employee's Signature Date		Manager's Signature		Date
File HR G drive 90 day review				
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			FILE:	
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