

## Adaptation Period Performance Review

Name: \_\_\_\_\_  
\_\_\_\_\_

Job Title: \_\_\_\_\_

Date of Hire: \_\_\_\_\_  
\_\_\_\_\_

Date of Review: \_\_\_\_\_

**Standard Behaviors:** Please rate the following standard behaviors as satisfactory (S) or needing improvement (NI).

- |                                                                  |   |    |
|------------------------------------------------------------------|---|----|
| • Maintains good attendance record                               | S | NI |
| • Works in harmony with others                                   |   | S  |
| NI                                                               |   |    |
| • Gives stable and predictable work performance                  | S | NI |
| • Responds positively to suggestions, instructions or criticisms | S | NI |
| • Keeps supervisor informed of important details                 | S | NI |
| • Assists other employees without being asked                    | S | NI |
| • Receives favorable comments from others                        | S | NI |
| • Uses good judgment in resolving job problems                   | S | NI |
| • Adapts to changing circumstances                               | S | NI |
| • Meets minimum requirements of position                         | S | NI |

Please comment on any behavior that was rated **Needs Improvement**.

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Section II: Knowledge, skills and ability required by position.

Knowledge/Skill    Accountability #1:

Knowledge/Skill    Accountability #2:

(over)

Knowledge/Skill    Accountability #3:

Overall Evaluation:

Employee's Comments:

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Vice President's Signature \_\_\_\_\_ Date \_\_\_\_\_

Human Resources Director \_\_\_\_\_ Date \_\_\_\_\_