

Review Template for New Team Members

Instructions: Managers, please fill in relevant criteria for each specific position. For multirater reviews, have all reviewers complete Section 1. The manager will collect all review forms and then complete Section 2. For a single-rater review, the reviewer completes the entire form.

Team Member Name _____

Evaluation Period _____ Due Date _____

SECTION 1

Client Relations	MEETS EXPECTATIONS	DOES NOT MEET EXPECTATIONS

Knowledge Base	MEETS EXPECTATIONS	DOES NOT MEET EXPECTATIONS

Teamwork	MEETS EXPECTATIONS	DOES NOT MEET EXPECTATIONS

Personal Skills	MEETS EXPECTATIONS	DOES NOT MEET EXPECTATIONS

Office Management	MEETS EXPECTATIONS	DOES NOT MEET EXPECTATIONS

Name Three Goals to Work Toward

NAME OF GOAL	PERFORMANCE/METRIC

Comments

- Offer positive and negative examples of performance.
- Offer examples of character and teamwork.
- How is this team member a role model for others?
- What areas of development do you recommend?

SECTION 2

Goals for Last Period

NAME OF GOAL	RELATED ACCOMPLISHMENTS	GOAL COMPLETED? (YES/NO)

Summary

Attendance satisfactory? YES NO

Overall evaluation of team member's performance based on all responses:

Team member's strengths:

Areas that need to be addressed or improved for team member to continue in current position:

Development Goals

NAME OF GOAL	ACTION ITEMS	PERFORMANCE/ METRIC	ACCOMPLISH BY DATE

Next Review Date _____

Overall Progress: UNSATISFACTORY ACCEPTABLE SUCCESSFULLY COMPLETED INTRODUCTORY PERIOD

Recommendation: EXTEND INTRODUCTORY PERIOD FOR FURTHER ASSESSMENT CONVERT TO REGULAR AT-WILL EMPLOYMENT STATUS

Signature of team member indicates receipt of appraisal. It does not necessarily indicate agreement.

Team Member Signature Date

Supervisor Signature Date