

Please use this form to evaluate whether the employee is a good fit for the position and whether the introductory status of the employee should be removed.

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

CWID: \_\_\_\_\_

Department: \_\_\_\_\_

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

### 1. Initial Review

Is the employee a good fit for the position?	Yes	No	Uncertain
Is the employee a good fit for the team?	Yes	No	Uncertain
Does the employee understand and integrate Pepperdine’s mission into his or her work?	Yes	No	Uncertain
Are the employee’s job-required technical skills satisfactory?	Yes	No	Uncertain
Are the employee’s attendance and punctuality satisfactory?	Yes	No	Uncertain

### 2. Evaluation

What are this employee’s outstanding strengths?

Which opportunities for growth have been identified for the employee?

Additional comments?

### 3. Recommendation

Employee successfully completed introductory period.  
 Extend introductory period until (date): \_\_\_\_\_\*

Employee did not successfully complete introductory period.\*

\*Please call Human Resources at extension 4397 to discuss.

*My supervisor has discussed this assessment with me. (Employee comments may be made on the back of this form or in a separate memorandum to the supervisor with a copy to Human Resources.)*

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

Department Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

Please forward completed form to [humanresources@pepperdine.edu](mailto:humanresources@pepperdine.edu) to ensure timely processing.

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