

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. Please forward completed form to humanresources@pepperdine.edu to ensure timely processing.

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/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.

Immediate Supervisor Signature: _____

Date:

Department Supervisor Signature: _____

Date:

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: