CASE WESTERN RESERVE UNIVERSITY
STAFF ORIENTATION PERIOD

Employee Name:_____ Date of Hire_____

_____ New Employee _____ Transferred Case Employee

Supervisor:_____

Successful Start-up Plan: (note date completed next to each task)

_____ Review Job Description
_____ Review Dept. Procedures, Standards
_____ Train in Initial Job Assignments
_____ Obtain Keys
_____ Review Work Schedule (Hrs, Days)
_____ Review Time Off Procedures
_____ Review Pay Procedures
_____Review Performance Management Process

_____ Introduce Employees
_____ Introduce to Related Depts.
_____ Review Safety Procedures
_____ Identify & Locate Tools/Equip.
_____ Follow-up, one week
_____ Follow-up, two weeks

First Performance Review (30 days for Case transferred employee; 45 days for new employee)

1	2	3	4	5
Poor	Improvement Needed	Satisfactory	Good	Outstanding

A.	Demonstrates general understanding of job responsibilities	1	2	3	4	5
B.	Performs assigned tasks	1	2	3	4	5
C.	Uses time productively	1	2	3	4	5
D.	Meets Deadlines	1	2	3	4	5
E.	Responds to instructions	1	2	3	4	5
F.	Asks questions	1	2	3	4	5
G.	Takes initiative	1	2	3	4	5
H.	Performs quality work	1	2	3	4	5
I.	Demonstrates Progress in Developing Skills	1	2	3	4	5
J.	Acts professionally	1	2	3	4	5
K.	Shows team work and cooperation	1	2	3	4	5
L.	Demonstrates customer service standards	1	2	3	4	5
M.	Attendance	1	2	3	4	5

Comments:

A. Areas of strength:

B. Areas to learn or develop:

Recommendation:
___Continue Employment
___Extend Orientation to (date)_____
___Sever Employment as of (date)_____

Reason_____Signature_____
Supervisor

Date_____Signature_____
Employee

Second Performance Review (60 days for Case transferred employee; Optional for new employee)

	1 Poor	2 Improvement Needed	3 Satisfactory	4 Good	5 Outstanding
A. Demonstrates general understanding of job responsibilities	1	2	3	4	5
B. Performs assigned tasks	1	2	3	4	5
C. Uses time productively	1	2	3	4	5
D. Meets Deadlines	1	2	3	4	5
E. Responds to instructions	1	2	3	4	5
F. Asks questions	1	2	3	4	5
G. Takes initiative	1	2	3	4	5
H. Performs quality work	1	2	3	4	5
I. Demonstrates Progress in Developing Skills	1	2	3	4	5
J. Acts professionally	1	2	3	4	5
K. Shows team work and cooperation	1	2	3	4	5
L. Demonstrates customer service standards	1	2	3	4	5
M. Attendance	1	2	3	4	5

Comments:

A. Areas of strength:

B. Areas to learn or develop:

Recommendation:

___Continue Employment
___Extend Orientation to (date)_____
___Sever Employment as of (date)_____

Reason_____Signature_____
Supervisor

Date_____Signature_____
Employee

Final Performance Review (90 days)

	1 Poor	2 Improvement Needed	3 Satisfactory	4 Good	5 Outstanding
A. Demonstrates general understanding of job responsibilities	1	2	3	4	5
B. Performs assigned tasks	1	2	3	4	5
C. Uses time productively	1	2	3	4	5
D. Meets Deadlines	1	2	3	4	5
E. Responds to instructions	1	2	3	4	5
F. Asks questions	1	2	3	4	5
G. Takes initiative	1	2	3	4	5
H. Performs quality work	1	2	3	4	5
I. Demonstrates Progress in Developing Skills	1	2	3	4	5
J. Acts professionally	1	2	3	4	5
K. Shows team work and cooperation	1	2	3	4	5
L. Demonstrates customer service standards	1	2	3	4	5
M. Attendance	1	2	3	4	5

Comments:

Areas of strength:

Areas to learn or develop:

Recommendation:

___Continue Employment
___Extend Orientation to (date)_____
___Sever Employment as of (date)_____

Reason_____Signature_____
Supervisor

Date_____Signature_____
Employee

Original: Supervisor Copies: Employee, Employee Relations