

Sam Houston State University

Six-Month Review Form

Instructions: Use this form to document staff employee's performance upon completing six months of service in a new job. This form should be completed by the supervisor and reviewed with the employee. This form should be kept in the department's file to maintain a record of the employee's six-month review. See Human Resources Policy WS-2, Staff Salary Administration.

I. Employee:

Name: _____ Sam ID#: _____

Title: _____ Dept.: _____

II. Staff employee performance rating:

Instructions: The immediate supervisor should complete this section as a part of the employee's six-month review. Rate only performance topics that relate to the job performance of the employee being rated. **It is understood that the performance topics have different levels of importance or weight relative to each specific job.**

Performance Topics:

Not <u>Related</u>	Below <u>Average</u>	<u>Average</u>	Above <u>Average</u>
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1. Understanding and carrying out instructions
2. Quality of work
3. Quantity of work
4. Adherence to policies, procedures & rules
5. Initiative
6. Organization & use of time
7. Working relationship with co-worker(s) and/or student(s)
8. Communication with others
9. Use of required technology
10. Attitude
11. Dependability
12. Other: _____

(OVER)

III. Summarize the performance over the evaluation period:

IV. Indicate or list suggested ways, if any, employee can improve job performance:

V. Overall rating of staff employee performance: (check one)

Excellent	Overall performance of job responsibilities and productivity is at a level that is consistently (>90% of the time) above that which is normally expected or required.
Outstanding	Overall performance of job responsibilities and productivity is at a level that is usually (>70% of the time) above that which is normally expected or required.
Exceeds Job Requirements	Overall performance of job responsibilities and productivity is at a level that is often (>50% of the time) above that which is normally expected or required.
Meets Job Requirements	Overall performance of job responsibilities and productivity is at a level that is normally expected or required.
Does Not Meet Job Requirements	Overall performance of job responsibilities and productivity is sometimes at a level below what is normally expected or required.

VI. Signatures:

Employee Acknowledgment_____Date_____

Supervisor_____Date_____

NOTE: Attach supporting documents if necessary.