



# Performance Review Worksheet

## New Employee Status Report\*

Discussion Between

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Employee

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Supervisor

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Date of Hire:

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Status Report Due:

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*\*For Non-Exempt and CBU employees, this discussion will take place immediately prior to completing a probationary period. (NE and Valhalla CBU, Probationary Period = 3 months; Affiliation CBU probation period = 4 months.)*

For Exempt employees, this discussion will take place prior to completing 6 months of service with NYMC.

A copy of this worksheet is to be retained by the employee and supervisor with the original forwarded to Human Resources in Valhalla. A copy should also be forwarded to Affiliation Office for Affiliation Personnel.

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A.1 Present responsibilities of this employee as contained in job description:

A.2 Have they been reviewed with the employee prior to this discussion?  YES  NO

B.1 Check the appropriate box (Where applicable against Job Description)

CATEGORY	EXCEPTIONAL	HIGHLY EFFECTIVE	EFFECTIVE	LESS THAN EFFECTIVE	INEFFECTIVE
1. Ability to Learn					
2. Attitude and Cooperation					
3. Regularity of Attendance					
4. Adherence to Regular Work Hours					
5. Initiative and Resourcefulness					
6. Dependability and/or Timeliness in completing assignments.					
7. Volume of Work					
8. Quality of Work					
9. Days Absent since date of hire _____					

Overall Assessment of Performance level:  Exceptional  Highly Effective  Effective  Less than Effective  Ineffective

C. Outstanding abilities and/or qualities this employee has shown: (Required to be completed for "Exceptional" Performance Rating).

D. Weaknesses or problem areas: (Required to be completed for "Less than effective" or "Ineffective" rating.)

E. Do you wish to retain this employee as a member of your department?  YES  UNCERTAIN  NO

If "No", termination will result. If "uncertain" what actions are recommended: ("Uncertain" will result in a subsequent review to be indicated below).

I have discussed this report with my supervisor. My signature does not necessarily imply that I agree with his/her evaluation.

Employee's Signature

Date

Supervisor's Signature

Date

Reviewer's Signature

Date