

INTRODUCTORY PERIOD ASSESSMENT FOR CONFIDENTIAL STAFF

Employee Name:	<input type="text"/>	University ID:	<input type="text"/>
Position Title:	<input type="text"/>		
Unit/School:	<input type="text"/>	Department:	<input type="text"/>
Appraisal Type:	Introductory <input type="checkbox"/>	Reappraisal <input type="checkbox"/>	Evaluation Period: From <input type="text"/> To <input type="text"/> <small>Month/Year Month/Year</small>

- Employee Has Successfully Completed Introductory Period
 Employee Has Not Successfully Completed Introductory Period (Explain Below)
 Employee's Introductory Period is Being Extended (Explain Below)

Extended Date: / /
mm dd yy

Reason Introductory Period is Being Extended or Deemed Unsuccessful:

Supervisor's Name and Title:

Supervisor's Signature: _____

Date: / /
mm dd yy

Department Head's Name and Title:

Department Head's Signature: _____

Date: / /
mm dd yy

Employee's Signature: _____

Date: / /
mm dd yy

HR Representative's Signature: _____

Date: / /
mm dd yy