

Nova Southeastern University
Employee 90 Day Orientation Review



Technical/Associate Professional People Manager

Employee Name: _____ Employee ID: N _____ Hire Date: _____

Position: _____ Dept: _____

At the end of the 90 day orientation period, the supervisor should evaluate the employee on Principle Responsibilities and demonstration of Core Values. As part of the evaluation, the supervisor should review all relevant performance data including but not limited to informal multi-source feedback, job outcomes and the supervisor's own observation. For people managers, assessment should include an evaluation of the individual's people management skills. Once the data has been reviewed, the supervisor summarizes feedback on employee performance in the comment section below and indicates if the employee passed orientation.

Performance Assessment (completed by supervisor):

Employee's Comments:

Satisfactorily Passed Orientation? Yes No

If no, extend # days 30 60 90

Reason for Extension: _____

Evaluated By: _____

Reviewed By: _____
(next level supervisor)

Employee's Acknowledgment of Receipt:

Signature

Date