



Employee Review Report

Name:	Department:	Probationary Review <input checked="" type="checkbox"/>			
Job Title:	Supervisor:	Performance Improvement Plan <input checked="" type="checkbox"/>			
<i>Instructions: This form is to be used at the completion of the probationary period (3 months for non-exempt positions, 6 months for exempt positions), for per diem employees and/or at a minimum of quarterly when a Performance Improvement Plan has been put in place. The completed form should be reviewed with the employee, and then sent to Human Resources to be maintained in the Employee's File.</i>					
Codes: US – Unsatisfactory, ME – Meets Expectations, SE – Surpasses Expectations, NA – Not Applicable. Place an X in each column under the appropriate rating. Shaded areas are for those in supervisory roles only.					
Review Area	US	ME	SE	NA	Comments
Commitment to the Molloy College Mission					
Job Knowledge					
Adaptability					
Quality of Work					
Commitment/Dependability					
Community Participation/Teamwork					
Time Management					
Interpersonal Skills					
Role as a Representative of the College					
Utilization of Resources					
Organization and Planning					
Professionalism					
Non-supervisory oversight					
Communication					
Management					
Leadership					
Training and Development					
Date of Review:				Reviewed By:	
Employee Signature:				Reviewers Signature:	