



CITY OF MAUMELLE

INTRODUCTORY PERIOD REVIEW FORM

Employee Name

Department Name

Introductory Period Start Date

Introductory Period End Date

Supervisor Name

PERFORMANCE CRITERIA	SATISFACTORY= Y UNSATISFACTORY= U	COMMENTS
Understand Job Description		
Attendance/ Tardiness		
Organizational Skills		
Meets Task and Deadlines		
Shows initiative/ Takes Proactive Approach		
Quality and Accuracy of Work		
Positive Attitude/ Customer Service Skills		

OVER PERFORMANCE RATING:

- ☐ MEETS EXPECTATION
- ☐ NEEDS IMPROVEMENT
- ☐ EXTEND EVALUATION PERIOD
- ☐ TERMINATION REQUESTED

OTHER COMMENTS

Employee Name

Date

Supervisor Name

Date

Department Head Name

Date

Human Resource Director

Date

Mayor

Date