

ST. LAWRENCE  
UNIVERSITY

New Employee Progress Report ~ Non-Exempt Support Staff

30 60 90

(circle one)

NAME: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

DATE EMPLOYED: \_\_\_\_\_ SUPERVISOR: \_\_\_\_\_

Codes: A=Exceeds Job Requirements B=Meets Job Requirements C=Needs Improvement D=Unacceptable

|                                       | <u>A</u> | <u>B</u> | <u>C</u> | <u>D</u> |
|---------------------------------------|----------|----------|----------|----------|
| Safety                                | —        | —        | —        | —        |
| Quality of Work                       | —        | —        | —        | —        |
| Quantity of Work                      | —        | —        | —        | —        |
| Following Instructions                | —        | —        | —        | —        |
| Attitude Toward Work/University       | —        | —        | —        | —        |
| Ability to Get Along with Others      | —        | —        | —        | —        |
| Attendance/Punctuality                | —        | —        | —        | —        |
| Observed Strengths and/or Weaknesses: | _____    |          |          |          |

Other: \_\_\_\_\_

Goals: \_\_\_\_\_

Employee Comments: \_\_\_\_\_

Supervisor Comments: \_\_\_\_\_

Signature of Supervisor

Date

Signature of Employee

Date

At 45 days, please schedule to meet with Colleen Manley, Associate Director of Human Resources (xt. 5596).

