EMPLOYEE INTRODUCTORY PERIOD FORM

Human Resources Department
FORDHAM UNIVERSITY

DEPARTMENT: ___________________________ MANAGER: ___________________________

DATE: _______________________________ EMPLOYEE: _____________________________

The above-named employee’s probationary period (6 months) will end on _____________.
Please review and evaluate the employee’s proven and observable on-the-job performance.
Please check your ratings and discuss your comments with the employee. Encourage him/her to
respond either verbally and/or in writing.

Kindly state below your overall evaluation, taking into consideration the most important factors of
the job.

Job Knowledge

<table>
<thead>
<tr>
<th></th>
<th>Above Average</th>
<th>Average</th>
<th>Less than satisfactory</th>
<th>Unacceptable</th>
</tr>
</thead>
</table>

Comments:___________________________________________________________________
____________________________________________________________________________

Initiative

|               | [ ]           | [ ]     | [ ]                    | [ ]          |

Comments:___________________________________________________________________
____________________________________________________________________________

Communication Skills

|               | [ ]           | [ ]     | [ ]                    | [ ]          |

Comments:___________________________________________________________________
____________________________________________________________________________

Dependability

|               | [ ]           | [ ]     | [ ]                    | [ ]          |

Comments:___________________________________________________________________
____________________________________________________________________________

Work Organization

|               | [ ]           | [ ]     | [ ]                    | [ ]          |

Comments:___________________________________________________________________
____________________________________________________________________________

Decision Making

|               | [ ]           | [ ]     | [ ]                    | [ ]          |

Comments:___________________________________________________________________
____________________________________________________________________________

Employee’s Overall Evaluation

|               | [ ]           | [ ]     | [ ]                    | [ ]          |

Comments:___________________________________________________________________
____________________________________________________________________________

Probation Form, 7/1/2008
Please answer the following question:
1. Do you wish to retain this employee? Yes [   ] No [   ]

Comments/Supporting Information: __________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

__________________________ Date
Department Head

My supervisor has met with me to discuss my performance. (Attach page with additional
comments, if necessary)

__________________________ Date
Employee

Please complete and return this form to Human Resources no later than:______________

Probation Form, 7/1/2008