

INTRODUCTORY PERIOD EVALUATION FORM

Employee's Name:

Date of Hire:

Position:

Department/Division:

Supervisor's Name:

Department Director Name:

Date of Evaluation:

At the conclusion of the introductory period, select the appropriate Summary of Overall Performance and Recommended Action.

Summary of Overall Performance:

Meets Expectations: Performance has met the required competencies for the position and demonstrated consistency with the City's Core Values.

Does Not Meet Expectations: Performance has not met required competencies for the position nor demonstrated consistency with the City's Core Values.

Recommended Action:

The employee be given regular status.

The employee be dismissed. If you wish to dismiss the employee, you must consult with a representative of the Human Resources Department prior to communicating the decision to the employee.

The employee be demoted or returned to a former position in which they have regular status.

Briefly describe how the employee's performance meets or does not meet expectations for each core competency.

1. Job Knowledge & Performance:

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2. Customer Service:

3. Communication:

4. Safety:

5. Staff Management & Development (Supervisor positions only):

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Briefly describe how the employee's performance demonstrates or does not demonstrate consistency with each of the City's Core Values.

The City of Grand Junction is leading the way with:

Continuous Improvement (working together to be the best by challenging the status quo):

Collaborative Partnerships (working together using all areas of expertise to achieve a common goal):

Exemplary Service (excel at fulfilling the needs of our community through thoughtful interactions):

Employee Signature _____

Date _____

Supervisor Signature _____

Date _____

Department Director Signature _____

Date _____

HR Director or Designee Signature _____

Date _____

Return to: Human Resources | 250 N. 5th St. | 970.244.1512 | hr@gjcity.org