

## INTRODUCTORY PERIOD SUPERVISOR GUIDELINES

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### **Prior to the Employee's Start Date:**

- Determine the appropriate introductory period for the position. An introductory period is no less than ninety (90) days from date of appointment or six (6) months for positions that are supervisory in nature and may last up to twelve (12 months), depending on the classification and training requirements of the position.
- Determine performance expectations and competencies for the position.

### **Within the First Week of Employment:**

- Provide the employee a copy of the job description.
- Meet with the employee to discuss the performance expectations and competencies and how those will be assessed during the Introductory Period. While not required, it is encouraged to have expectations and competencies written out and signed by the employee. Contact Human Resources for assistance with training plans and related performance expectations and competencies.

### **During the Introductory Period:**

- Provide comprehensive job training and resources needed to perform the job.
- Provide regular feedback that is constructive when expectations or competencies are and are not met.
- It is essential to document training sessions and feedback discussions in GJ Cloud, Excel or Word.
- If expectations and/or competencies are not being met, consult with Human Resources for guidance. Addressed performance issues in a timely manner.

### **At the End of the Introductory Period:**

- Assess the employee's overall performance and determine if expectations and competencies are met.
- If expectations and competencies are not met and you are considering dismissal of the employee, consult with Human Resources.
- Complete the [\*Introductory Period Evaluation Form\*](#) on or before the end of the Introductory Period.

### **Following the Introductory Period:**

- Successful completion of the Introductory Period moves the employee to Regular Status, allowing him/her/them appeal rights under the City's Personnel Policies.
- Continue to provide the employee with regular training and resources needed to perform the job.
- Continue to meet regularly with the employee to provide feedback and address performance concerns in a timely manner. Contact Human Resources for assistance.
- Recognize achievements and improved competencies.