



Orientation & Review Period Evaluation

The Orientation & Review Period is a time for employees to learn new responsibilities, and for the manager to assess the core competencies of the position are being met to a satisfactory level of performance. This period provides an opportunity for the employee and the College to evaluate the employment relationship. If you have any questions or concerns about the Orientation & Review Period Evaluation please reach out to your [Human Resources Partner](#). Once the Orientation & Review Period and evaluation is complete send a copy to the Office of Human Resources at hr@smith.edu

Name of Employee	Position Title	Department

Date of Hire	Orientation & Review Period	Date of Review

Competencies
<p><i>Competencies are observable and measurable skills and behaviors that contribute to workplace effectiveness and career success. Smith has identified seven core competencies: Service Excellence, Communication and Interpersonal Skills, Professional Conduct, Problem Solving and Decision Making, Technical Skills, Cultural Competency, Leadership (for those who supervise).</i></p> <p><i>Please review how the employee has achieved these core competencies during the Orientation & Review Period:</i></p>

Key Accomplishments During Orientation & Review Period Evaluation
<p><i>Please review and note the key accomplishments during Orientation & Review Period:</i></p>

Managers Overall Comments:

Overall Performance:

- Meeting Expectations
- Further development required - *Extension Requested*
- Unsatisfactory – *Recommend Termination of Employment*

Manager Signature:	Date:
Employee Signature:	Date:
Department Head Signature:	Date:

Note: Signing this form does not necessarily indicate agreement with the information presented, but does indicate that the manager and employee have met to review it.

Additional Employee Comments (optional)

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