



ALMA COLLEGE

New Employee/ Transfer Progress Check In

Employee Information

Name _____

Job Title _____ Department _____

Manager _____ Date _____

Appraisal Period _____ to _____

Performance Factors	Comments	Assessment (choose one) Meets expectations (ME) Does not meet expectations (DME)
Job Knowledge: Employee has a clear understanding of the job responsibilities. Shows initiative to learn more about the position. Completes assigned work.		<input type="checkbox"/> ME <input type="checkbox"/> DME
Quality and Quantity of Work: Employee completes tasks as assigned. Work is free of errors and thorough. Work is completed within time frames that are acceptable.		<input type="checkbox"/> ME <input type="checkbox"/> DME
Cooperation with Others: Employee interacts well with employees in the department and outside of the department. Customer service is a priority. Interactions are civil and professional.		<input type="checkbox"/> ME <input type="checkbox"/> DME
Accountability/ Reliability: Employee is at work as expected. Employee arrives to meetings prepared.		<input type="checkbox"/> ME <input type="checkbox"/> DME

Please provide a minimum of three objectives to be accomplished during the review period.

Objective (Goal)	Comments
1.	
2.	
3.	

Employee or Supervisor Comments

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.