



**EMPLOYEE 3-MONTH PERFORMANCE PROGRESS REPORT**

Employee Name: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Progress report from \_\_\_\_\_ to \_\_\_\_\_

**Purpose:** To assess a new employee's performance during the first three months of employment and to give the employee information about needed improvement in performance. This progress report addresses both basic day to day work habits and job description tasks. Use Page Two of this form to specify areas requiring improvement and/or those that are currently below minimum standards. Include an explanation of what is required to fully meet job expectations, and a brief plan of assistance for the employee. PLEASE RETURN COMPLETED FORM(S) TO HR OFFICE.

**Basic Day to Day Job Functions**

	<b>Satisfactory</b>	<b>Unsatisfactory</b>
Punctuality	<input type="checkbox"/>	<input type="checkbox"/>
Dependability	<input type="checkbox"/>	<input type="checkbox"/>
Attendance	<input type="checkbox"/>	<input type="checkbox"/>
Safety	<input type="checkbox"/>	<input type="checkbox"/>
Use of Leave*	<input type="checkbox"/>	<input type="checkbox"/>

\*Do not include any leave which has a protected status such as family medical leave, military leave, jury duty.

**Requirements Completed in a Timely Manner**

	<b>Yes</b>	<b>No</b>	<b>Not Applicable</b>
Orientation I	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Orientation II	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
First Aid/CPR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drivers Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Food Handlers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TB Test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30-Day Safety Orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fingerprints	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Job Description Duties and Responsibilities:**

- SATISFACTORY PERFORMANCE**  
Employee is fully meeting or exceeding performance expectations **in all areas** of job responsibility as written in the job description.
- PERFORMANCE NEEDS IMPROVEMENT**  
Employee is expected to show improvement but is not currently below minimum standards in one or more job duties or responsibilities. List these job duties on the back of this form.
- BELOW MINIMUM PERFORMANCE EXPECTATIONS**  
Employee is currently below minimum expectations in one or more job duty or responsibility. Immediate and continuing improvement must be demonstrated or corrective action will be taken up to and including possible termination of employment. List these job duties or responsibilities on the back of this form.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Director Signature

\_\_\_\_\_  
Date

**Page Two**

**Use this section only if employee's work performance: 1) needs improvement OR 2) is not meeting minimum performance expectations.**

**PERFORMANCE NEEDS IMPROVEMENT**

List specific job duties and responsibilities from job description:

- 1.
- 2.
- 3.
- 4.

**BELOW MINIMUM PERFORMANCE EXPECTATIONS**

List specific job duties/responsibilities requiring immediate improvement.

- 1.
- 2.
- 3.

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\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

cc: Personnel file

Note: Normally the introductory period is six months. It may, however, be extended to 9 months under some circumstances. In order to leave introductory status, it is expected that employees meet minimum expectations in all essential function areas and basic day-to-day work habits of their position.