

Goshen College 90-day Performance Appraisal

Employee _____ Date of Hire _____

1. Demonstrates knowledge of job duties and expected productivity for length of time in position.

Yes _____ No _____

Comments:

2. Demonstrates ability to satisfactorily work with and assist both external and internal customers.

Yes _____ No _____

Comments:

3. Expresses core values and supports mission of college.

Yes _____ No _____

Comments:

4. Recommend successful completion of orientation period.

Yes _____ No _____

Comments:

If 90-day orientation period not successfully completed:

Extend orientation period? Yes _____ No _____

Length recommended _____

Plan for Improvement:

Employee Comments:

Supervisor Date

Employee Date