

St. Lawrence University
New Employee Progress Report – Non-Exempt Support Staff

Circle One: 30 60 90

Name _____

Department _____

Date Employed _____ Supervisor _____

Codes: **A=Exceeds Job Requirements** **B=Meets Job Requirements**
 C=Needs Improvement **D=Unacceptable**

Enter one code for each category:

Safety	
Quality of Work	
Quantity of Work	
Following Instructions	
Attitude Toward Work/University	
Ability to Get Along With Others	
Attendance/Punctuality	

Observed Strengths and Weaknesses:

Other:

Goals:

Employee Comments:

Supervisor Comments:

Signature of Supervisor

Date

Signature of Employee

Date

At 45 days, please schedule a meeting with Colleen Manley, Director of Human Resources, Ext. 5596.