

ABILENE CHRISTIAN UNIVERSITY

90-Day Employee Review

Employee Name:	Banner ID:
Department:	Employee Job Title:
Employment Date:	Supervisor:
() Exempt () Nonexempt	Review Date:

The purpose of this form is to encourage positive communication between the supervisor and employee regarding job performance.

Are the job technical skills satisfactory? () Yes () No
If "No," What skills are needed, and has a training plan been developed to receive those skills?
Outstanding Strengths of employee which should be noted:
Weaknesses which may affect job performance:
Additional Comments:

My supervisor has discussed this review with me. (Employee comments should be made on the 90-Day Employment Follow-Up Questionnaire and returned to the Human Resources, Box 29106, with this review.)

Supervisor Signature	Title:	Date:
Employee's Signature	Title:	Date:

ABILENE CHRISTIAN UNIVERSITY

90-Day Employment Follow-Up Questionnaire

Employee Name: _____

Date: _____

In order that we may assist you in adjusting to your new job, please take a few minutes to complete the following questions. Because you are a valued employee, it is our desire to aid you in feeling a part of Abilene Christian University. Be as candid and thorough as possible. We appreciate your cooperation.

1. The job and its responsibilities were fully explained to me.

Yes _____ No _____

2. The job is very much like I thought it would be.

Yes _____ No _____

If "No," how is it different? _____

3. I feel that I understand and can handle the work expected of me.

Yes _____ No _____

4. I get along well with the people I work with, for the most part.

Yes _____ No _____

5. I communicate well with and understand the directives given to me by the people I work for.

Yes _____ No _____

If "No," why not? _____

6. If, at this point, I could offer one suggestion to the Department, it would be:

7. If at this point, I could offer one suggestion to the University, it would be:

8. What do you like the most about your job thus far?

9. What do you like least about your job thus far?

Employee's Signature

Date

Supervisor's Signature

Date
