

**CASE WESTERN RESERVE UNIVERSITY
STAFF ORIENTATION PERIOD**

Employee Name: _____ Date of Hire _____

_____ New Employee _____ Transferred CWRU Employee

Supervisor: _____

Successful Start-up Plan: (note date completed next to each task)

- | | |
|---|--------------------------------------|
| _____ Review Job Description | _____ Introduce Employees |
| _____ Review Dept. Procedures, Standards | _____ Introduce to Related Depts. |
| _____ Train in Initial Job Assignments | _____ Review Safety Procedures |
| _____ Obtain Keys | _____ Identify & Locate Tools/Equip. |
| _____ Review Work Schedule (Hrs, Days) | _____ Follow-up, one week |
| _____ Review Time Off Procedures | _____ Follow-up, two weeks |
| _____ Review Pay Procedures | |
| _____ Review Performance Management Process | |

First Performance Review (30 days for CWRU transferred employee; 45 days for new employee)

	1	2	3	4	5
	Poor	Improvement Needed	Satisfactory	Good	Outstanding
A. Demonstrates general understanding of job responsibilities	1	2	3	4	5
B. Performs assigned tasks	1	2	3	4	5
C. Uses time productively	1	2	3	4	5
D. Meets Deadlines	1	2	3	4	5
E. Responds to instructions	1	2	3	4	5
F. Asks questions	1	2	3	4	5
G. Takes initiative	1	2	3	4	5
H. Performs quality work	1	2	3	4	5
I. Demonstrates Progress in Developing Skills	1	2	3	4	5
J. Acts professionally	1	2	3	4	5
K. Shows team work and cooperation	1	2	3	4	5
L. Demonstrates customer service standards	1	2	3	4	5
M. Attendance	1	2	3	4	5

Comments:

A. Areas of strength:

B. Areas to learn or develop:

Recommendation:

- Continue Employment
 Extend Orientation to (date) _____
 Sever Employment as of (date) _____

Reason _____ Signature _____
Supervisor

Date _____ Signature _____
Employee

