

**CASE WESTERN RESERVE UNIVERSITY
STAFF ORIENTATION PERIOD**

Employee Name: _____ Date of Hire _____

_____ New Employee _____ Transferred Case 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 Case 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

