



## New Hire Performance Check-Up (Sent via Internal Email)

In order to continuously improve our recruiting and hiring process, we ask for your feedback on an associate recently hired. The status of the associate *will not* be affected by the feedback you provide, nor will the feedback be shared with the associate. It will be combined with feedback collected for other new associates and used to continually improve our recruiting and screening process.

### Section 1 – New Hire Status

**Employee Name:**

**Date of Hire:**

**Position:**

**Status: Are you still this employee's supervisor?**

- Yes. (If you check this option, proceed to **Section 2**)
- No. (If you check this option, answer the following questions and then proceed to **Section 2**)

- This associate has been moved to another job, department, or company location

New assignment: \_\_\_\_\_

- This associate is no longer employed here

Date of separation (mm/yyyy):

Reason for separation:

- Voluntary resignation by employee
- Involuntary termination by organization
- Hired only for temporary work; released once completed
- Lay-off, staff reduction, or similar company action

### Section 2 – New Hire Performance Check-Up Areas...

1. Compared to other new hires you've supervised in the past, how did this employee perform during orientation to the job and initial training?

- Clearly superior – Top 10 percent
- Better than most – Top 30 percent
- About the same
- Poorer than most – Bottom 30 percent
- Clearly poorer – Bottom 10 percent

2. Compared to other new hires you've supervised in the past, how would you describe this employee's overall performance after initial training?

- Clearly superior – Top 10 percent
- Better than most – Top 30 percent
- About the same
- Poorer than most – Bottom 30 percent
- Clearly poorer – Bottom 10 percent



### More New Hire Performance Check-Up Areas...

3. Based on your work with this employee, did he/she hit the performance targets the two of you discussed and set?

- Definitely yes
- Probably yes
- Can't say at this time
- Probably no
- Definitely no

4. Based on your work with this employee, did he/she have the potential to take on a higher-level job or responsibilities?

- Definitely yes
- Probably yes
- Not sure at this time
- Probably no
- Definitely no

5. Check all areas you believe describe this employee's strengths. Effectiveness at...

- Learning... and Applying What's Learned
- Showing Commitment to the Job
- Focusing on People
- Being a Team Player
- Showing a Drive to Succeed
- Hitting Performance Targets

6. Check all areas you believe describe this employee's weaknesses. Problems with...

- Learning... and Applying What's Learned
- Showing Commitment to the Job
- Focusing on People
- Being a Team Player
- Showing a Drive to Succeed
- Hitting Performance Targets

7. If given the choice, would you hire this employee again?

- Definitely yes
- Probably yes
- Can't say at this time
- Probably no
- Definitely no