



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, how did this employee perform during orientation and 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, 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 supervision of this employee, has he/she hit the performance targets for the job?

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

4. Based on your supervision of this employee, has he/she shown strong personal engagement with both the job and organization?

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

5. Based on your supervision of with this employee, has he/she shown the potential to take on higher-level work or responsibilities?

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

6. Check the one area you believe describes this employee's single greatest strength.

- Learning... and Applying What's Learned
- Showing a Drive to Succeed
- Showing Engagement with the Job
- Being a Team Player
- Taking the Lead with Necessary
- 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

Any other comments?