

THE UNIVERSITY OF ALABAMA
Introductory Period Review Form
For Regular Exempt and Non-Exempt Staff

Employee Name (First, MI, Last): _____

CWID: _____ Job Title _____

Department Name: _____ Org Number: _____

Period of Review: From: _____ To: _____

The first six (6) months of employment is considered an introductory period for employees. During this time period, employees have the opportunity to demonstrate their ability and probability of sustained successful performance. Please complete this form no later than the 6-month review date (or the extended review date) and scan and email it to hreval@fa.ua.edu. Provide the employee with the original and maintain one copy in the department file.

Questions concerning the employee meeting minimum standards within the Introductory Period to include a request for an extension should be directed to your HR Business Partner to discuss options.

The immediate supervisor should check one of the following blocks:

- Introductory Period or Extended Introductory Period Completed – Performance satisfactory
- Introductory Period or Extended Introductory Period Completed – Some areas of improvement needed, list below:

Supervisor's Overall Comments on Employees Performance:

Supervisor Name (Printed)

Supervisor's Signature and Date

2nd Level Supervisor Name (Printed)

2nd Level Supervisor Signature and Date

Employee's Signature

Date

Employee's Comments: