The probationary period is the first 90 days of a new benefits-eligible staff hire’s employment. One important part of the probationary period is providing managers with the opportunity to set some preliminary goals and expectations for their employees. The job responsibilities/ initial goals section should be filled in upon reviewing the new hire’s job description. The measurements should detail how you will measure appropriate progress toward the goal or performance of the job responsibility. For more information on onboarding your new hire, review your [onboarding checklist](https://service.northeastern.edu/hr?id=kb_article&sysparm_article=KB000420219).

*If you have any questions, please review the* [*FAQ on Probationary Period*](https://service.northeastern.edu/hr?id=kb_article&sysparm_article=KB000420157) *or contact your* [*HR Business Partner*](https://service.northeastern.edu/hr?id=kb_article&sysparm_article=KB000420053)*.*

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| **Employee Name:** | Click or tap here to enter text. | **Job Title:** | Click or tap here to enter text. |
| **Department:** | Click or tap here to enter text. | **Review Period:** | Click or tap here to enter text. |
| **Date:** | Click or tap to enter a date. | **Supervisor Name:** | Click or tap here to enter text. |

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| **JOB RESPONSIBILITY/INITIAL GOALS AND MEASUREMENTS** (Fill out in first week) |
| **RESULTS/ ADDITIONAL NOTES** (Fill out before Probationary Period Review/ at the end of 90 days) |

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| **Job Responsibility/Goal and Measurement:**  Click or tap here to enter text. |

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| **Results:**  Click or tap here to enter text. |
| **Making appropriate progress?**  Choose an item. |

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| **Job Responsibility/Goal and Measurement:**  Click or tap here to enter text. |

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| **Results:**  Click or tap here to enter text. |
| **Making appropriate progress?**  Choose an item. |

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| **Job Responsibility/Goal and Measurement:**  Click or tap here to enter text. |

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| **Results:**  Click or tap here to enter text. |
| **Making appropriate progress?**  Choose an item. |

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| **Job Responsibility/Goal and Measurement:**  Click or tap here to enter text. |

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| **Results:**  Click or tap here to enter text. |
| **Making appropriate progress?**  Choose an item. |

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| **Job Responsibility/Goal and Measurement:**  Click or tap here to enter text. |

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| **Results:**  Click or tap here to enter text. |
| **Making appropriate progress?**  Choose an item. |

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| **Performance Against Expectations**  Click or tap here to enter text. |

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| **Additional Comments** |
| Click or tap here to enter text. |
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| **Overall Performance Summary**  Making appropriate progress towards meeting job requirements and performance expectations.  \*Not making appropriate progress towards fulfilling job expectations and probationary period will be extended  \*Not making appropriate progress towards fulfilling job expectations  \* Strongly recommend consultation with [Human Resources Business Partner](https://service.northeastern.edu/hr?id=kb_article&sysparm_article=KB000420053) |
|  |
| **Employee Signature and Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Manager Signature and Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

Access instructions for e-signatures using Adobe Sign [HERE](https://service.northeastern.edu/tech?id=kb_article&sys_id=85d4392fdb805410bb9fdbf0ce9619d7).