



INTRODUCTORY PERFORMANCE REVIEW - 90 DAYS

TO BE COMPLETED AT THE END OF THE INTRODUCTORY PERIOD

1. Employee completes Self-evaluation form.
2. Supervisors collect all data from the last 90 days to support form completion.
 - Includes all trainings, touch base conversations, supporting documents, etc.
3. Complete the Introductory Performance Review Form.
 - Complete assessment of introductory period - first 90 days. Complete your final recommendation: passed 90 day introductory period, extend introductory period or separate from organization
4. Submit appraisal form - Savannah @ WF will Review.
 - May be asked to provide additional information.
 - Review for guidance and accuracy.
 - Guidance to complete if questions arise.
5. Supervisors complete Edits/Changes on performance form based on WF review and resubmit when/if completed.
6. Crosstown Management receives completed drafts to complete the final review and provide feedback.
7. Crosstown Management provides final documents/feedback to WF, WF will review results/feedback with supervisors.
8. WF will assist Supervisors in coordinating the final steps of the Review process including changes, recommendations, and review meetings with employees.
9. Supervisors will conduct final appraisal meetings with employees and obtain final signatures.



- 10. Employee Follow Ups (If needed)
 - Follow-ups for Below effective Ratings.
 - Development (PIP) Plans
 - ◆ Biweekly 1 on 1 Training
 - ◆ 30/90-day probations
 - ◆ New performance evaluation once probations have ended