

## **LINCOLN UNIVERSITY**

<b>Procedure:</b>	<b>Introductory / Probationary Employee Performance Appraisal</b>
<b>Procedure Number:</b>	<b>HRM – 106p</b>
<b>Effective Date:</b>	<b>September 2009</b>
<b>Revisions:</b>	<b>August 2011</b>
<b>Review Officer:</b>	<b>Chief Human Resources Officer</b>
<b>Status:</b>	<b>Active</b>

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### **Introduction and Purpose**

All new, rehired, promoted, demoted, or reclassified employees at Lincoln University work on an introductory or probationary basis for the first 90 days in their new position, except to the extent otherwise provided in an applicable CBA (which may refer to the applicable introductory period as the “probationary period” or “trial period”). Employees are encouraged to take advantage of this period to determine whether or not the position meets their expectations, and get clarification concerning essential job functions, performance objectives, and expectations of conduct. The purpose of this Procedure is to guide supervisors / administrators in the appraisal process, which includes documentation of an employee's overall performance and determination of suitability and continuation in an assigned job.

### **Reference**

LU Policies HRM – 106: Performance Management and HRM-117 Termination of Employment

### **Applicability**

This procedure shall be applied to regular and temporary full-time, and temporary and regular part-time employees.

### **Procedure**

1. The Office of Human Resources shall notify the immediate supervisor of an employee to complete a performance appraisal during the introductory / probationary period. This period is defined as the first ninety (90) days of an employee's start date of employment with Lincoln University or in a new or reclassified position; or within a specified period.
  2. Based on observations of an employee's performance and demonstrated skills, knowledge, and ability to meet performance objectives and/or perform essential job functions as outlined in the position description, an employee's performance during the introductory period will be appraised by his/her immediate supervisor in five (5) categories using the following ratings:
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- 1= Unacceptable: Performance is clearly below the level of acceptability.
  - 2= Marginal: Performance in one or more critical areas does not meet expectations.
  - 3= Satisfactory: Performance is fully acceptable.
  - 4= Exceeds Expectations: Performance is consistently above expectations.
  - 5= Outstanding: Performance far exceeds expectations.
- 3. The supervisor shall record the ratings (and comments to substantiate ratings “1” and “5”), personnel action, and obtain approval from the next level of administration or designee via signature using the *Introductory / Probationary Employee Performance Appraisal* document (attached).
  - 4. If an employee is absent from work for a period of time beyond three (3) working days during the introductory period, or if the employee’s supervisor deems it necessary to observe further the employee’s performance beyond the normal introductory period, that period may be extended for a specified length of time, as defined by the supervisor, not to exceed 60 additional days. The employee’s supervisor will notify the employee and the Office of Human Resources (“HR”) in writing of the extension, its length, and the reason.
  - 5. When possible, the supervisor shall discuss the outcome of the Performance Appraisal with the employee and provide him/her an opportunity to comment.
  - 6. The supervisor shall consult with HR prior to administering personnel action involving a recommendation for termination of employment.
  - 7. The supervisor shall present a copy of the completed Performance Appraisal document to the employee and forward the original document to the Office of Human Resources for personnel action administration, i.e., change in employment status, and placement and retention of the document in the employee’s official personnel file.

*Attachment: Introductory / Probationary Employee Performance Appraisal*

**Questions regarding this Procedure may be addressed to:**

*The Office of Human Resources  
1570 Baltimore Pike  
Lincoln University, PA 19352  
484-365-8059*

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**Lincoln University**  
**Introductory / Probationary Employee Performance Appraisal**

<b>Employee Name</b>		<b>Position Title</b>	
<b>Department</b>		<b>Division</b>	
<b>Start Date</b>		<b>Appraisal Date</b>	

*Ratings:*

*1=Unacceptable\*; 2=Marginal; 3=Satisfactory; 4=Exceeds Expectations; 5=Outstanding\**

*\*Justification Comments Required*

Category	Rating	Comments*
Quality of Work		
Work Quantity		
Working Relationships		
Dependability / Attendance		
Initiative		
<b>Total / Average</b>	/	

**Personnel Action**

- ☐ Continue employment in regular status  
☐ Termination of Employment

☐ Other: \_\_\_\_\_  
 \_\_\_\_\_

Appraised by: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

Reviewed / Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

**To be Completed by Employee**

My signature below indicates that this performance appraisal was discussed with me and that I have read and received a copy of the completed Performance Appraisal document, but does not indicate I agree with its contents.

Comments: \_\_\_\_\_

\_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_