

CNM Memorandum

To:

From:

Date:

Re: **NEW EMPLOYEE ORIENTATION – 6 Month Trial Period (*Exempt Employee*)**

Congratulations on having a new employee in your organization!

Research has shown that a thorough introduction or orientation of new employees is extremely effective in 1) providing a new employee with the essentials to do the job, 2) alleviating new job apprehension, 3) increasing morale, 4) increasing productivity, and 5) increasing retention. Additionally, advising a new employee of their rights and documenting such reduces, if not eliminates, the College's liability in the event of an employment complaint or grievance. For all of these reasons, CNM maintains a multiple-phase New Employee Orientation (NEO) program.

EMPLOYMENT RECOMMENDATION/COMPLETION OF TRIAL PERIOD. All exempt employees are considered trial employees for the first 28 months of their employment. During the employee's trial period, employment may be terminated without regard to grievance procedure. Following the conclusion of the employee's trial period, his/her name is submitted to the Governing Board for approval. Only upon successful completion of the 28-month trial period and approval by the Governing Board is the employee covered by the College's grievance procedure. In support of CNM's Employment Policy, performance appraisals should be completed every 6 months on a 28-month trial employee during the first year in order to provide on-going performance feedback. Annual evaluation must also be conducted in accordance with the Employee Handbook. All recommendations for termination of an exempt trial period employee must be accompanied by supporting documentation and reviewed by Human Resources.

Hire Date:	
6 month performance appraisal due date:	

Attachments: 1) Six Month Trial Period Performance Appraisals; and 2) Employment Recommendation/ Completion of Trial Period



CNM

6-Month Exempt Trial Period Performance Appraisal

Employee Name _____ Evaluation Date _____

Employee Job Title _____ Division/ Department _____

Rating Scale:

N	I	M	E	NA
Does Not Meet Expectations	Needs Improvement In Meeting Expectations	Meets Expectations	Exceeds Expectations	Not Applicable

	N	I	M	E	NA
1. Understands and accepts responsibilities of position _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Organization of work assignments _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Effective utilization of work time _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Quality of work performed _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Quantity of work performed _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Response to work order requests _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Reports problems promptly to supervisor _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Responsive to instructions and suggestions _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Cooperative when working with others _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Consideration for other workers _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Display of initiative _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Dependability _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Adaptability to new situations _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Attendance and punctuality _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Adequate notice given when absent _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Control of emotions _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Discrete and tactful _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Stays within limits of authority _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Supportive of Institute policies _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Care and maintenance of equipment _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Safety practices _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Flammable material storage _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Use of appropriate safety devices _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Security of facility _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. Security and storage of tools and supplies _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: _____

I have read this report and have been afforded the opportunity to discuss this evaluation.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Reviewed by: _____ Date: _____

Important- Use this page for setting goals and objectives.

ESTABLISHMENT OF GOALS/ OBJECTIVES FOR CURRENT YEAR/ PERIOD

Goals/Objectives for Current Year/Period	Strategy	Achievement Measurements

DATE: May 7, 2014

TO:

FROM:

SUBJECT: Employment Recommendation/ Completion of Trial Period (*Exempt Employee*)

The employee listed below will complete their six month trial period on _____:

<u>EMPLOYEE NAME & ID NUMBER</u>	<u>JOB TITLE</u>	<u>SCHOOL/DEPT</u>	<u>HIRE DATE</u>
--------------------------------------	------------------	--------------------	------------------

All regular full- and part-time exempt employees are considered trial employees for the first 28 months of their employment. During the employee's trial period, employment may be terminated without regard to grievance procedure. The employee's name is submitted to the Governing Board for approval at the Governing Board's next regularly scheduled meeting following the conclusion of the employee's trial period. Only upon successful completion of the 28-month trial period and approval by the Governing Board is the employee covered by the Institute's grievance procedure.

Please note: If a recent (within 12 months) performance appraisal is not on file with Human Resources, please complete and return the attached performance evaluation form.

RECOMMENDATION FOR CONTINUED EMPLOYMENT

COMPLETION OF TRIAL PERIOD

Having successfully completed the trial period, I am recommending employment approval of the individual listed above. A current evaluation (within 12 months) is on file in the employee's official personnel file.

Dean/ Supervisor

Date

Division Vice President

Date

RECOMMENDATION FOR TERMINATION

RECOMMENDATION FOR TERMINATION

The above listed employee has received written notification of termination **PRIOR** to the conclusion of his/ her 28-month trial period. Supporting documentation for termination of this employee has been reviewed by Human Resources prior to submitting this recommendation for termination.

Dean/ Supervisor

Date

Division Vice President

Date

