



<p>Technical skills (appropriate knowledge of equipment, software & relevant programs needed to perform job)</p>	<input type="checkbox"/> NO <input type="checkbox"/> NI <input type="checkbox"/> S	
<p>Quality of work (accuracy; thoroughness; effectiveness of work)</p>	<input type="checkbox"/> NO <input type="checkbox"/> NI <input type="checkbox"/> S	
<p>Productivity/quantity of work (appropriate volume produced; timeliness of work; time management; follow through with assignments)</p>	<input type="checkbox"/> NO <input type="checkbox"/> NI <input type="checkbox"/> S	
<p>Initiative (problem solving; creativity; suggests & implements improved methods)</p>	<input type="checkbox"/> NO <input type="checkbox"/> NI <input type="checkbox"/> S	

Purpose

CWRU recognizes that staff advance our mission through the critical roles they play within the university. The purpose of the Staff Orientation Evaluation is to engage and develop our staff by setting them up for success during their first three months.

The three-month orientation period is an opportunity for productive two-way communication between the employee and the supervisor. The Staff Orientation Evaluation aids in this discussion. It should help guide conversations between the supervisor and new employee in defining clear expectations, outlining work outcomes, and addressing