

**Case Western Reserve University
School of Medicine
Research Associate/Senior Research Associate/Research Scientist
45/90 Day Orientation Period Review**

Employee Name: _____ Date of Hire: _____

Department: _____ Supervisor: _____

Within the first week, please remember to: provide the newly hired RA/SRA/RS with a job description; review expected work schedule, time off process and safety procedures.

45-Day Performance Review (to be completed after 45 days of employment)

	Poor	Improvement Needed	Satisfactory	Good	Outstanding
Meeting objectives of the position	1	2	3	4	5
Productively/Meeting deadlines	1	2	3	4	5
Taking direction and constructive feedback	1	2	3	4	5
Initiative and problem-solving skills	1	2	3	4	5
Demonstrating required scientific/technical skills	1	2	3	4	5
Team work, cooperation and collaboration	1	2	3	4	5
Dependability/Reliability	1	2	3	4	5
Professionalism	1	2	3	4	5

Comments:

Date: _____ Recommendation: ___Continue Employment ___Sever Employment as of (date) _____

Reason: _____

Supervisor Signature: _____ Employee Signature: _____

90-Day Performance Review (to be completed by no later than 90 days of employment)

	Poor	Improvement Needed	Satisfactory	Good	Outstanding
Meeting objectives of the position	1	2	3	4	5
Productively/Meeting deadlines	1	2	3	4	5
Taking direction and constructive feedback	1	2	3	4	5
Initiative and problem-solving skills	1	2	3	4	5
Demonstrating required scientific/technical skills	1	2	3	4	5
Team work, cooperation and collaboration	1	2	3	4	5
Dependability/Reliability	1	2	3	4	5
Professionalism	1	2	3	4	5

Comments:

Date: _____ Recommendation: ___Continue Employment ___Sever Employment as of (date) _____

Reason: _____

Supervisor Signature: _____ Employee Signature: _____