

**ADAMS STATE COLLEGE**  
**Performance Evaluation Process**  
**Interim Evaluation**

***Required for:***

- ***Employees Receiving an Overall Rating of Unsatisfactory Performance***
- ***Interim Evaluation for New Hires During Probationary Period***
- ***Interim Evaluation for Lateral Transfers***
- ***Interim Evaluation for Promotions***

Employee Name: \_\_\_\_\_ ID #: \_\_\_\_\_  
Department Name: \_\_\_\_\_  
Employee Classification: \_\_\_\_\_  
Date of Interim Evaluation Meeting: \_\_\_\_\_

**Summary of Employee's Performance** (related to job duties and general performance factors). If employee receives an overall rating of Unsatisfactory Performance, the supervisor **MUST** include specifics as to nature of problem.

**Employee's Comments:**

Supervisor's Recommendation/Rating: ___ The employee has met expectations regarding performance and/or conduct during the interim evaluation period. ___ The employee has NOT met expectations regarding performance and/or conduct during the interim evaluation period.
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Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I, \_\_\_\_\_, Agree \_\_\_ Disagree \_\_\_ with the Recommendation/Rating.  
(Employee Signature)

Reviewer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ATTACH ANY NECESSARY DOCUMENTATION**

Original to Human Resources  
Copies to Supervisor and Employee