



New Hire Evaluation Form

New Hire Name: _____

Position: _____

Trainers' Name: _____

Date: _____

Hire Date: _____

Training Completion Date: _____

New Hire evaluation forms are to be completed by the trainer to rank the New Hire's overall fit/ quality during the 30-day training period for the position to which he or she has applied and has been trained to do. Under each heading, the trainer should give the new hire a numerical rating and write specific job-related comments in the space provided. The numerical rating system is based on the following:

5 - Excellent 4 - Above Average 3 - Good 2 - Below Average 1 - Poor	Rating							
	5	4	3	2	1			
<p>Engagement: Was the new hire engaged in their training?</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; text-align: center; padding: 5px;"> EXCELLENT Asks questions and provides comments that enhance the learning environment. Is engaged and able to provide relatable examples of training topics. </td> <td style="width: 33%; text-align: center; padding: 5px;"> SUFFICIENT Attentive, asks appropriate questions and is engaged in the learning process. </td> <td style="width: 33%; text-align: center; padding: 5px;"> POOR Distracted and generally uninterested in the learning process. Asks few questions and seldom engages in discussions on training topics. </td> </tr> </table> <p>Comments:</p>	EXCELLENT Asks questions and provides comments that enhance the learning environment. Is engaged and able to provide relatable examples of training topics.	SUFFICIENT Attentive, asks appropriate questions and is engaged in the learning process.	POOR Distracted and generally uninterested in the learning process. Asks few questions and seldom engages in discussions on training topics.					
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<p>Personal Traits: Did the new hire exhibit professional personal traits during training?</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; text-align: center; padding: 5px;"> EXCELLENT Sets a standard for the training class in dress and personal demeanor. Is on time and eager and ready to learn each session. </td> <td style="width: 33%; text-align: center; padding: 5px;"> SUFFICIENT Arrives on time, is dressed appropriately and has made arrangements to attend all training sessions. </td> <td style="width: 33%; text-align: center; padding: 5px;"> POOR Is late for sessions, dress and/or general appearance are inappropriate. Has personal crisis or commitments that interfere with training schedule. </td> </tr> </table> <p>Comments:</p>	EXCELLENT Sets a standard for the training class in dress and personal demeanor. Is on time and eager and ready to learn each session.	SUFFICIENT Arrives on time, is dressed appropriately and has made arrangements to attend all training sessions.	POOR Is late for sessions, dress and/or general appearance are inappropriate. Has personal crisis or commitments that interfere with training schedule.					
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<p>Aptitude: Does the new hire show proficiency in understanding and retaining information?</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; text-align: center; padding: 5px;"> EXCELLENT Catches on quickly and/or has previous experience that allows rapid progression through training topics. No remedial discussions required. </td> <td style="width: 33%; text-align: center; padding: 5px;"> SUFFICIENT Able to grasp material at the expected pace. May have some previous experience that assists with material mastery. Remedial discussions for limited topics. </td> <td style="width: 33%; text-align: center; padding: 5px;"> POOR Struggles to keep pace with the class. Topics are unfamiliar and the staff has a difficult time relating material to personal experience. Repeated remedial discussions required. </td> </tr> </table> <p>Comments:</p>	EXCELLENT Catches on quickly and/or has previous experience that allows rapid progression through training topics. No remedial discussions required.	SUFFICIENT Able to grasp material at the expected pace. May have some previous experience that assists with material mastery. Remedial discussions for limited topics.	POOR Struggles to keep pace with the class. Topics are unfamiliar and the staff has a difficult time relating material to personal experience. Repeated remedial discussions required.					
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Verbal Communication: Did the New Hire demonstrate effective communication skills during training? Comments:					
Enthusiasm: Did the New Hire show enthusiasm for the position and the company during training? Comments:					
Knowledge of Company: Did the New Hire show evidence of having correct knowledge of our company and correct job expectations during the training? Comments:					
Teambuilding/Interpersonal Skills: Did the New Hire, exhibit good team/interpersonal skills during training? (Helpful to others, didn't interrupt classmates, kind, polite to others, engaged with classmates) Comments:					
Initiative: Did the New Hire demonstrate a high degree of initiative during the training period? (Did they "jump right in" or were they "stand-offish") Comments:					
Time Management: Did the New Hire demonstrate good time management skills? (Completed Modules/Training -Stayed On Task?) Comments:					
Overall Impression: Comments:					
Training Dates: CPI _____ DMA _____ CPR _____ RR _____ Orientation _____					
New Hire Actual Score: _____					

New Hire Evaluation Scale

50 - 40: Excellent
 39 - 30: Good
 29 and Below: Poor

 Trainer Signature

 Date