



University of Idaho

Human Resources

Supervisor Resources: Guidance and Checklist for Onboarding and Evaluating Classified Employees Nearing 6 Months in Their Role

Checklist for tasks that are recommended between the 3- and 6-month mark:

Previously conducted 3-month entrance probation evaluation with the employee and submitted final copy to Human Resources (HR) for personnel file.

Reviewed the employee's job description and determined which job duties have not previously been assigned.

Assigned remaining tasks to employee and provided assistance and training as necessary.

Ensured your expectations for performing the job duties are understood by the employee.

Checked in to make sure the employee understands the departmental expectations.

Employee has completed assigned mandatory trainings.

Hold regular one-on-one meetings with your employee.

Continue to provide training and resources for your employee so they can succeed.

Questions to assist with the evaluation of the employee's performance:

- How often do you check in with the employee(s) to ensure they have the resources and training they need?
- Have the department and position specific expectations been made clear to the employee, both verbally and in writing?
 - Has the employee been meeting these expectations? Are there any areas where they may need additional training or support?
- Has the employee's performance and behavior thus far demonstrated that they are likely succeed in this role?

- Do you have any concerns about the employee's performance or behavior? If so, please reach out to your Human Resources Business Partner at hrbp@uidaho.edu or 208-885-3638 as soon as possible for further discussion. The HRBP team is happy to share suggestions and resources to help you as the supervisor!

Next Steps:

- Complete a 6-month performance review with the employee. Employees often find this to be very helpful as they learn their new role! Your Human Resources Business Partner is happy to answer questions you may have about the evaluation process. You can contact us at hrbp@uidaho.edu or by calling 208-885-3638. Remember to send the signed final copy of the 6-month evaluation to Human Resources for the employee's personnel file.
- If you find you have concerns with the employee's performance or behavior, please do not hesitate to reach out to your Human Resources Business Partner at hrbp@uidaho.edu or 208-885-3638 for assistance. We recommend that you reach out to us within the first 5 months of the employee's entrance probation, in order to provide enough time to implement training or other resources to help the employee succeed. The probationary period for classified employees at the University of Idaho is 6 months from their first day of work in their current position. Please see Faculty Staff Handbook Chapter 3360 for more information. <https://www.webpages.uidaho.edu/fsh/3360.html>

Questions?

Contact Human Resources at hrbp@uidaho.edu or call 208-885-3638 to be redirected to a HR Business Partner.