



180-Day Evaluation Preparation

The 180-day evaluation is a chance for a manager to provide formalized feedback to their new employee. Your 30-60-90-day conversations, and your regular 1:1 meeting, should have created a foundation for this discussion. The [Evaluation Period of Exempt and Non-Exempt Staff policy](#) is also a helpful planning resource.

In preparation for the 180-Day evaluation meeting:

- Manager should share a blank 180-day evaluation form with the employee so/he knows the evaluation criteria.
- The manager should prepare the 180-day evaluation form.
 - If applicable, managers may want to solicit feedback from the employee's stakeholders to incorporate into the evaluation.
 - If there are performance concerns, contact your HR Partner for guidance.
- Manager should send the completed form to the employee so they can have a chance to review the manager's comments prior to the meeting.
 - Manager should make the employee aware that the goal-setting section of the evaluation will be a collaborative process to be conducted during the evaluation meeting.
 - If goals have already been established, the form should be used to memorialize those goals.