

**APPENDIX E**

**PERFORMANCE REVIEW  
FOLLOWING INTRODUCTORY EMPLOYMENT PERIOD  
SOUTHMINSTER PRESBYTERIAN CHURCH**

The first three months of a nonexempt employee's employment are a provisional or trial period, giving the employee and the Church an opportunity to evaluate interest and qualifications for the position under actual working conditions. After that time, an informal performance review with the employee will be conducted by the supervisor and the Pastor/Head of Staff.

Following the meeting, the supervisor will document below the highlights of the performance review. The report is provided to the Chair of the Personnel Committee for file.

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Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Reviewer \_\_\_\_\_ Date \_\_\_\_\_

Signature of Pastor/Head of Staff \_\_\_\_\_ Date \_\_\_\_\_