

Employee Assessment Timeline

Date: [Insert Date]

Employee Details

Name: [Employee Name]

Position: [Employee Position]

Department: [Department]

Assessment Timeline

- **Initial Review:** [Date]
- **Mid-Year Evaluation:** [Date]
- **Final Assessment:** [Date]
- **Feedback Session:** [Date]
- **Performance Decision:** [Date]

Additional Notes

[Any additional notes or instructions regarding the assessment process]

Signature

[Supervisor/Manager Name]

[Title]