



**GRAND RAPIDS COMMUNITY COLLEGE
EDUCATIONAL SUPPORT
PROFESSIONALS
(GRCCESP)**

CONFIRMATION OF INITIAL CONFERENCE

An Initial Conference, in which the job description and the GRCCOP Evaluation Form are discussed, must be completed within the first week of employment for both new hires and internal transfers. After signing this form, return the original to Human Resources and provide a copy to the employee.

Employee		Department	
Supervisor		Date of Initial Conference	

The signatures below verify that an initial conference has taken place.

Employee's Signature		Date	
Supervisor's Signature		Date	

CONFIRMATION OF INFORMAL EVALUATION

An Information Evaluation must be completed no later than three (3) months after the first day of employment for new hires or internal transfers. After signing the form, return the original to Human Resources and provide a copy to the employee.

Employee		Department	
Supervisor		Date of Initial Conference	

The signatures below verify that an informal evaluation has taken place.

Employee's Signature		Date	
Supervisor's Signature		Date	