

Probationary/Trial Employee Assessment Form

Employee Name:

Employee ID #:

Position Title:

Division/Section:

Supervisor Name:

Period Covered:

	Unit/Group		Probationary Hours	OR	Trial Hours
	UPSE		1,000 hours		500 hours
	Excluded		1,000 hours		500 hours
	Other		hours		hours

Performance

Job Skills

- exceptional skills in performing work
- adequate skills in performing work
- inadequate skills in performing work

Comments:

Amount / Quality

- consistently maintains exceptionally high standard of work that is well thought out and of superior quality and meets or exceeds productivity requirements
- produces good work and meets productivity requirements
- efforts are not acceptable, fails to meet productivity requirements

Comments:

Planning / Organizing Work

- anticipates conditions; plans ahead; establishes priorities; and completes work on time even in the face of heavy workloads or short deadlines
- completes on-going assignments within acceptable time limits
- slow to complete assignments, has difficulty meeting deadlines

Comments:

Acceptance of Responsibility

accepts responsibility even for difficult tasks and takes full responsibility for actions

accepts responsibility for tasks and role in decisions or recommendations

often avoids taking a position or is unwilling to support a decision; frequently offers excuses when results are unfavorable

Comments:

Meeting Changing Demands

has ability to adapt to new or changing working conditions; effective even under extreme demands and pressures

accepts procedural changes willingly; can cope with normal job pressures

resists change to routine procedures; often flustered by changes in workload or pressure of deadlines

Comments:

Interpersonal Skills

highly successful team worker with strong ability to promote cooperation and gain support for programs or goals when required

works well with others; sensitive to the needs of others; an active team member; maintains professional, courteous relations with co-workers

will not go out of the way to help others; causes disruptions; diminishes productivity; is rude or unprofessional to colleagues

Comments:

Problem-solving / Decision-making

effective in evaluating problems and developing technically sound solutions; decisions or recommendations are workable as presented

technically sound judgement, recommendations are timely and reflect proper consideration of alternatives

does not make timely decisions; or appropriate choices; judgement is often unsound

Comments:

Working Without Close Supervision

anticipates work needs and follows through without prior instructions or guidance; develops solutions to complex problems independently

performs well without detailed directions; can think through most situations; and devise solutions to normal problems

not a self-starter; easily loses sight of desired end-product without constant guidance

Comments:

Writing Skills

- ability to relate complex thoughts or events clearly, logically, and in a convincing manner
- written work is acceptable, understandable, and suitable for the intended recipient; documentation completed accurately and on time
- does not express thoughts well in writing; documentation is difficult to read, incomplete, inaccurate, or not done in a timely fashion

Comments:

Oral Communication Skills

- makes excellent oral presentations; speaks effectively and convincingly
- makes accurate and clear verbal reports to supervisor, and co-workers; and provides clear explanations to clients
- is not an effective speaker; unable to speak clearly, or articulate thoughts effectively to supervisor, co-workers or clients

Comments:

Client Service

- consistently demonstrates an exceptional ability to establish good relations with clients, showing courteous, patient and professional assistance
- demonstrates a satisfactory ability to relate to clients, showing courteous, patient and professional assistance
- consistently demonstrates a low level of ability to relate to clients, can be impatient, frustrated, rude, overbearing, or otherwise unpleasant to clients

Comments:

Supervisory Skills

- consistently excels at supervising others; treats employees fairly; regularly attends to supervisory responsibilities
- demonstrates satisfactory supervisory skills; usually attends to supervisory responsibilities
- fails to meet minimal supervisory skills; frequently neglects supervisory responsibilities

Comments:

Attendance

- has exceptionally good attendance; reports for work on time; does not take extended breaks, or leaves early
- has good attendance; makes every effort to report for work; follows procedures in requesting leave
- has marginal attendance; tends to use sick leave as it is accrued; reported late for work; takes extended breaks or leaves early on more than one occasion.

Comments:

Presentation

- consistently reports for work in appropriate clothing; has good hygiene; complies with all worksite policies and requests regarding scents, and other personal care issues; always appears professional when on duty
- reports for work in appropriate clothing; has good hygiene; and complies with worksite policies and requests regarding scents and other personal care issues
- has reported for work in unkempt appearance; has personal hygiene or odour issues, does not have professional presentation

Comments:

Employee's comments (attach page(s) if insufficient space below):

Reviewer's recommendations and reasons (attach page(s) if insufficient space below):

Recommendations:

- grant permanent status (if probationary employee)
- confirm in position (if trial employee)
- other - specify
- terminate employee

Reasons for Recommendation:

Employing Authority Decision:

- grant permanent status (if probationary employee)
- confirm in position (if trial employee)
- other - specify
- terminate employee

Employee Signature: _____	Date: _____
Supervisor Signature: _____	Date: _____
Employing Authority Signature: _____	Date: _____

Provide a copy to the employee and the supervisor. Send the original to Human Resources for the personnel file.