

## 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, coworkers 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: \_\_\_\_\_

Director 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.