

Probation or Trial Period Review Form

HR Web Site: http://www.umanitoba.ca/admin/human_resources/VIP/index.html

At least two weeks before the conclusion of the probation or trial period, the supervisor should complete this form and meet with the employee to review the employee's performance. The supervisor should provide the employee with a copy of the form, if the employee requests one. The completed form, including Recommendations and Signatures, should then be sent to the Human Resources (HR) Department. If the recommendation is for other than successful completion of the probation or trial period, the supervisor should contact the HR Consultant well in advance of the end of the review period.

Name: _____ Employee #: _____ Position #: _____

Department: _____ Job Title/Classification: _____

Supervisor: _____ Start date: _____ Date of review: _____

EVALUATION CRITERIA: Click on the box that best describes this employee's job performance.

1. ATTENDANCE AND PUNCTUALITY:

Attendance

Remarks:

2. QUALITY OF WORK: (correctness, completeness, and usefulness of results)

Quality

Remarks:

3. QUANTITY OF WORK: (amount of acceptable work performed)

Quantity

Remarks:

4. JOB KNOWLEDGE: (ease with which employee understands and has learned basic duties)

Job knowledge

Remarks:

