

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:

5. COOPERATION: (ability to get along with supervisor and fellow workers, including tact, sincerity, and courtesy)

Cooperation

Remarks:

6. COMMUNICATION SKILLS: (ability to understand and express ideas, both verbally and in writing)

Communication

Remarks:

For those employees with supervisory responsibilities only

7. SUPERVISION: (effectiveness in planning, delegating, and controlling the work of others)

Supervision

Remarks:

RECOMMENDATIONS:

Recommendation

Remarks:

For recommending other than successful completion, it is important that the supervisor contact the HR Consultant.

SIGNATURES:

Supervisor Date Employee Date

The employee's signature here confirms that this assessment and form have been reviewed with the employee by the supervisor. The employee is welcome to provide comments.