

PROBATIONARY REVIEW FORM

This form not applicable for employees covered by a Collective Bargaining Agreement.

Employee Information

Name: _____ Date of employment: _____
(first, middle, last) month/day/year

Empl ID #: _____ Date probation period ends: _____
month/day/year

Job Title: _____ Band: _____ Date extension period ends: _____
(as approved by college/unit Human Resources or Workforce Policy & Labor Relations) month/day/year

Department: _____

Supervisor Information

Name: _____ Campus Address: _____

Before completing this form, refer to the instructions. Reference may also be made to HR Policy: 6.11.2, for the policy on probation.

Areas for review

- Have you reviewed the job description with the employee? Yes No
- Have you provided the employee with a copy of the job description? Yes No
- How has the employee accomplished what you would expect after this short period of employment with respect to:

	Fails to meet job standards	Meets job standards	Exceeds job standards
Knowledge of job	_____	_____	_____
Productivity	_____	_____	_____
Quality of work	_____	_____	_____
Work attitude and cooperation	_____	_____	_____
Dependability	_____	_____	_____
Initiative	_____	_____	_____
- Are there certain areas where the employee excels?
Specify: _____
- Are there areas where improvement is desirable?
Specify: _____

Evaluation

- Do you wish to retain this employee? Yes No
Comments: _____
- Was an extension approved by Human Resources? Yes No (see instructions)

Comments

It is extremely important at this time to talk with the employee about progress, point out areas of satisfactory work, discuss areas where improvement is needed, and engage in future performance planning.

Supervisor's Comments: _____

Employee's Comments: _____

Signatures

Supervisor's Signature: _____ Date of review: _____

Employee's Signature: _____
(Employee's signature acknowledges receipt only.)

INSTRUCTIONS FOR SUPERVISORS

90 – Calendar Day Probationary Review Process

If the employee meets or exceeds job standards, the supervisor and employee should formally discuss the employee's performance. The 90-calendar day probationary review form aids in this discussion. **It provides the supervisor** an opportunity for structured conversation about performance, offers an occasion for positive feedback to reinforce good performance, and aids in identifying problems and needs for additional training. **It provides the employee** with an opportunity to review job requirements and supervisor expectations, and creates an opportunity for conversation about continuing interest in the job.

The supervisor should complete all sections of the form except for **Employee's Comments and Employee's Signature which are intended for completion by the employee.**

Upon completion, the supervisor should retain the original in the departmental file and provide a copy of the form to the employee.

30 – Calendar Day Probationary Extension Process

If the employee fails to meet job standards and is proving unsuitable for the job, the supervisor should review the situation with the appropriate College/Unit Human Resource Officer or Workforce Policy and Labor Relations, 255-4652, before discussing it with the employee.

With prior approval from the appropriate College/Unit Human Resource Officer or Workforce Policy and Labor Relations, the probation period may be extended up to 30-calendar days for employees. Extensions are limited to 30-Calendar days and must be requested at least **two weeks prior to the end of the 90-calendar day probation period.**

Even in cases when an extension is granted, the 90-calendar day probationary review form should be completed and retained in the departmental file. In addition, a copy should be sent to the College/Unit Human Resource Officer. During the extension period, the supervisor will continue to instruct and support the employee in areas where improvement is desired. The supervisor is responsible for obtaining another copy of the probationary review form to complete at the end of the extension period. Upon completion, it should be distributed in the same manner as the 90-calendar day probationary review form.

If performance remains unsatisfactory during the extension period, the supervisor should again contact the appropriate College/Unit Human Resource Officer or Workforce Policy and Labor Relations.

Absenteeism-Based Extension Process

If the employee is absent from work for 5 or more consecutive workdays, the probationary period will be paused. Upon the employee's return to work from the absence, the probationary period will re-commence. The supervisor should establish the new end date for the probationary period and inform the staff member of such. The new end date should be indicated on the probationary review form by the supervisor.

Note: **In the event the employee terminates employment during the probation period, the supervisor should submit the review form to the College/Unit Human Resource office with a note of explanation.**

**Please direct all inquiries regarding probation period policy to
College/Unit Human Resource Officer or Workforce Policy and Labor Relations.**