



Probationary Employee Assessment - PPWC

DUE DATE: _____

NAME: _____ WORK LOCATION: _____

CLASSIFICATION: _____ DEPARTMENT: _____

DATE EMPLOYED:	YEAR	MONTH	DAY	CLASSIFICATION DATE:	YEAR	MONTH	DAY	DATE PROBATION TO BE COMPLETED:	YEAR	MONTH	DAY

Guidelines

1. Disregard your personal opinion of the individual and focus on relevant job performance duties, concentrating on one quality at a time.
2. Rate the employee on each factor by placing an "x" in the appropriate box adding supplementary comments to amplify the ratings. Whenever possible be specific rather than general and try to be factual.
3. Review the assessment with the employee and obtain his/her signature. If the employee disagrees with some aspect of the appraisal, allow him/.her to state these views in the space provided.
4. Treat this completed assessment as confidential.

Final Assessment

I *(recommend)* *(do not recommend)* this employee for a regular appointment status with Selkirk College.

_____ Supervisor	_____ <i>Director, Manager or Dean</i>
	_____ <i>Director, Human Resources/or Delegate</i>

Timetable for Assessments During Probation

- Assessment No.
1. One month following initial appointment.
 2. Two months after initial appointment.
 3. One week prior to the end of the probationary appointment.

1. Knowledge of the Job

<input type="checkbox"/> HAS COMPLETE MASTERY OF ALL PHASES OF THE JOB	<input type="checkbox"/> HAS SATISFACTORY UNDERSTANDING OF PHASES OF THE JOB	<input type="checkbox"/> REQUIRES ADDITIONAL INSTRUCTION	<input type="checkbox"/> IS NOT FAMILIAR WITH MOST PHASES OF JOB
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Comments:

2. Quantity of Work Produced

<input type="checkbox"/> VERY INDUSTRIOUS; USUALLY EXCEEDS REQUIREMENTS	<input type="checkbox"/> INDUSTRIOUS; MEETS REQUIREMENTS	<input type="checkbox"/> ENDEAVOURS TO ATTAIN AN ACCEPTABLE LEVEL OF OUTPUT	<input type="checkbox"/> DOES NOT MEET MINIMUM REQUIREMENTS
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Comments:

3. Quality of Work Produced (if applicable)

<input type="checkbox"/> CONSISTENTLY SUPERIOR OUTPUT	<input type="checkbox"/> GENERALLY GOOD OUTPUT	<input type="checkbox"/> ENDEAVOURS TO BE ACCURATE	<input type="checkbox"/> CARELESS; MAKES RECURRENT ERRORS
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Comments:

4. Ability to Cope with Work Pressures

<input type="checkbox"/> WORKS WELL UNDER PRESSURE; ENJOYS SOLVING CRISES	<input type="checkbox"/> ALWAYS PATIENT AND UNDER CONTROL	<input type="checkbox"/> OCCASIONALLY LOSES PATIENCE AND CONTROL UNDER PRESSURE	<input type="checkbox"/> LOSES PATIENCE AND CONTROL UNDER PRESSURE; IS EASILY IRRITATED
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Comments:

5. Safety Consciousness in Work Habits (if applicable)

<input type="checkbox"/> IS EXTREMELY SAFETY CONSCIOUS	<input type="checkbox"/> ALWAYS ABIDES BY SAFETY RULES	<input type="checkbox"/> USUALLY ABIDES BY SAFETY RULES	<input type="checkbox"/> NEGLECTS SAFETY RULES
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Comments:

6. Neatness and Organization of Work Area

<input type="checkbox"/> IS EXCEPTIONALLY NEAT, CLEAN AND ORDERLY	<input type="checkbox"/> QUITE CONSCIENTIOUS ABOUT NEATNESS AND CLEANLINESS	<input type="checkbox"/> KEEPS WORK AREA NEAT MOST OF THE TIME	<input type="checkbox"/> FREQUENTLY IS CARELESS AND UNTIDY
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Comments:

7. Interest In and Enthusiasm Towards the Job

<input type="checkbox"/> HIGHLY MOTIVATED AND INTERESTED IN JOB	<input type="checkbox"/> SELDOM REQUIRES PROMPTING; SHOWS DEFINITE INTEREST IN JOB	<input type="checkbox"/> OCCASIONALLY REQUIRES PROMPTING; SHOWS LIMITED INTEREST IN JOB	<input type="checkbox"/> CONTINUALLY REQUIRES PROMPTING; SHOWS MINIMAL INTEREST IN JOB
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Comments:

8. Willingness to Accept Supervision

<input type="checkbox"/> IS MOST RECEPTIVE TO SUPERVISION	<input type="checkbox"/> ACCEPTS WITH POSITIVE ATTITUDE	<input type="checkbox"/> OCCASIONALLY HAS DIFFICULTY ACCEPTING SUPERVISION	<input type="checkbox"/> CONTINUALLY HAS DIFFICULTY ACCEPTING SUPERVISION
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Comments:

9. Courtesy With the Public and Fellow Employees

<input type="checkbox"/> EXTREMELY COURTEOUS AND TACTFUL	<input type="checkbox"/> ALWAYS COURTEOUS AND WILLING TO HELP	<input type="checkbox"/> USUALLY AGREEABLE AND PLEASANT	<input type="checkbox"/> FREQUENTLY LACKS COURTESY AND TACT
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Comments:

10. Learning Ability

<input type="checkbox"/> POSSESSES EXCEPTIONAL LEARNING ABILITY	<input type="checkbox"/> LEARNS QUICKLY; RARELY REQUIRES HELP	<input type="checkbox"/> REQUIRES HELP OCCASIONALLY	<input type="checkbox"/> REQUIRES HELP FREQUENTLY
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Comments:

11. Availability for Work

Since employment (new employee) or since assuming position (classification change)

No. of times absent _____ No. of times late _____

<input type="checkbox"/> HAS EXEMPLARY ATTENDANCE AND PUNCTUALITY RECORD	<input type="checkbox"/> RARELY ABSENT FROM WORK; IS USUALLY PUNCTUAL	<input type="checkbox"/> MAKES A CONSCIENTIOUS EFFORT TO BE AT WORK AND PUNCTUAL	<input type="checkbox"/> HAS DIFFICULTY BEING PUNCTUAL, AND/OR COMING TO WORK
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Comments:

Discussion Planner

a) Employee's strong points:

b) Areas of improvement:

b). At this stage of the employee's career does he or she have, in your opinion, the potential to become and effective long-term employee?

YES NO DON'T KNOW

If **No** or **Don't Know**, explain:

c) Outline the specific action planned and jointly agreed to, to assist the individual in achieving the required performance.

Assessed By:		Date:	Year	Month	Day
Employee's Signature:		Date:	Year	Month	Day

(My signature indicates only that my performance has been reviewed)

Employee's Comments: