

## Employee Probationary Performance Review

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Department: \_\_\_\_\_

Supervisor: \_\_\_\_\_

### Period of Evaluation

From: \_\_\_\_\_

To: \_\_\_\_\_

### Part I – Instructions

The Employee Probationary Performance Review is designed for the employee to rate the overall performance of the employee during their probationary period of employment with (Company Name), and will provide information regarding their aptitude in the position, abilities, and matching for career advancement. This review lists the criteria and competencies against which you must rank the employee. (Company Name) considers these performance factors to be critical to the success of personal, departmental, and company goals. The criteria listed in this evaluation should accurately reflect the employee's overall performance.

In each section rate the employee according to the table below. Be sure to add comments, thoughts, and observations as these are important to the evaluation process. Once all data has been collected management will communicate openly with employees to address all possible concerns.

<b>1</b>	<b>STRONGLY DISAGREE</b> – Consistently fails to meet expectations
<b>2</b>	<b>DISAGREE</b> – Occasionally fails to meet expectations
<b>3</b>	<b>NEITHER AGREE NOR DISAGREE</b> – Performs at a satisfactory level
<b>4</b>	<b>AGREE</b> – Often exceeds expectations
<b>5</b>	<b>STRONGLY AGREE</b> – Consistently exceeds expectations

## Part II – Job Criteria

<b>Abilities, Knowledge, and Skills</b>	
The degree to which the employee exhibits the knowledge and skills required to fulfill job duties, as well as the techniques and tools used to do so.	
<b>Unacceptable</b>	<b>1</b>
<b>Needs Improvement</b>	<b>2</b>
<b>Meets Expectations</b>	<b>3</b>
<b>Exceeds Expectations</b>	<b>4</b>
<b>Superior</b>	<b>5</b>
Comments:	

<b>Quality of Work</b>	
Does the employee complete his/her work with the expected degree of quality? Is the employee attentive to detail, and actively seeks out and corrects quality control issues? Take into account accuracy of work, neatness, and adherence to standards.	
<b>Unacceptable</b>	<b>1</b>
<b>Needs Improvement</b>	<b>2</b>
<b>Meets Expectations</b>	<b>3</b>
<b>Exceeds Expectations</b>	<b>4</b>
<b>Superior</b>	<b>5</b>
Comments:	

<b>Quantity of Work</b>	
Does the employee complete his/her fair share of the assigned work load? Are deadlines met consistently? Also consider how well the employee manages his/her time, and how well he/she manages simultaneous or conflicting priorities.	
<b>Unacceptable</b>	<b>1</b>
<b>Needs Improvement</b>	<b>2</b>
<b>Meets Expectations</b>	<b>3</b>
<b>Exceeds Expectations</b>	<b>4</b>
<b>Superior</b>	<b>5</b>
Comments:	

<b>Attitude</b>	
Does the employee display a positive and cooperative attitude about his/her job role, assigned work, and the organization? Are working relationships built and maintained by this employee? Is he/she open-minded and accepting of constructive feedback by peers?	
<b>Unacceptable</b>	<b>1</b>
<b>Needs Improvement</b>	<b>2</b>
<b>Meets Expectations</b>	<b>3</b>
<b>Exceeds Expectations</b>	<b>4</b>
<b>Superior</b>	<b>5</b>
Comments:	

<b>Communication Skills</b>	
Does the employee communicate clearly and effectively within his/her role? Does the employee clearly express himself/herself both orally and in writing? Does the employee listen well and respond appropriately? Are written and verbal reports clear and accurate?	
<b>Unacceptable</b>	<b>1</b>
<b>Needs Improvement</b>	<b>2</b>
<b>Meets Expectations</b>	<b>3</b>
<b>Exceeds Expectations</b>	<b>4</b>
<b>Superior</b>	<b>5</b>
Comments:	

### Part III – Behavioural Characteristics

<b>Cooperation</b>	
Does the employee work well with peers and supervisors? Does the employee willingly contribute to the success of the team or department? Does the employee exhibit consideration for others; a willingness to help; maintain a rapport with co-workers?	
<b>Unacceptable</b>	<b>1</b>
<b>Needs Improvement</b>	<b>2</b>
<b>Meets Expectations</b>	<b>3</b>
<b>Exceeds Expectations</b>	<b>4</b>
<b>Superior</b>	<b>5</b>
Comments:	

<b>Reliability</b>	
Does the employee follow through on commitments and job duties consistently? Does the employee accept accountability for his/her work? Does the employee properly follow instructions, directives, and procedures?	
<b>Unacceptable</b>	<b>1</b>
<b>Needs Improvement</b>	<b>2</b>
<b>Meets Expectations</b>	<b>3</b>
<b>Exceeds Expectations</b>	<b>4</b>
<b>Superior</b>	<b>5</b>
Comments:	

<b>Initiative</b>	
Does the employee actively seek out and assume additional responsibilities, without being asked to do so? Does the employee demonstrate an ability to encourage and/or inspire others? Does the employee recognize and act upon new opportunities?	
<b>Unacceptable</b>	<b>1</b>
<b>Needs Improvement</b>	<b>2</b>
<b>Meets Expectations</b>	<b>3</b>
<b>Exceeds Expectations</b>	<b>4</b>
<b>Superior</b>	<b>5</b>
Comments:	

<b>Attendance and Punctuality</b>	
Consider the extent to which the employee is late on assigned working days; the extent to which the employee departs early on assigned working days; and the extent to which the employee is sick or absent, all within the context of organizational policies.	
<b>Unacceptable</b>	<b>1</b>
<b>Needs Improvement</b>	<b>2</b>
<b>Meets Expectations</b>	<b>3</b>
<b>Exceeds Expectations</b>	<b>4</b>
<b>Superior</b>	<b>5</b>
Comments:	

<b>Judgment and Analysis</b>	
How well does the employee effectively analyze and solve problems? Does the employee clearly use sound judgment to do so? Is the employee decisive? Does the employee act on decisions in a timely manner? Does the employee successfully overcome obstacles?	
<b>Unacceptable</b>	<b>1</b>
<b>Needs Improvement</b>	<b>2</b>
<b>Meets Expectations</b>	<b>3</b>
<b>Exceeds Expectations</b>	<b>4</b>
<b>Superior</b>	<b>5</b>
Comments:	

<b>Adaptability</b>	
How well does the employee adjust to new directives, procedures, duties, supervisors, or working environments? Does the employee accept new ideas with relative ease? Does the employee suggest new methods and approaches to work?	
<b>Unacceptable</b>	<b>1</b>
<b>Needs Improvement</b>	<b>2</b>
<b>Meets Expectations</b>	<b>3</b>
<b>Exceeds Expectations</b>	<b>4</b>
<b>Superior</b>	<b>5</b>
Comments:	

#### **Part IV – Supervisory Criteria**

<b>Leadership</b>	
Does the employee consistently demonstrate his/her ability to lead others? Does the employee motivate others to perform better? Does the employee have the respect of his/her work group? Also consider the ability to direct others towards a common goal.	
<b>Unacceptable</b>	<b>1</b>
<b>Needs Improvement</b>	<b>2</b>
<b>Meets Expectations</b>	<b>3</b>
<b>Exceeds Expectations</b>	<b>4</b>
<b>Superior</b>	<b>5</b>
Comments:	

<b>Organizational and Planning Abilities</b>	
How well does the employee plan and organize work duties? Does the employee coordinate well with other workers and departments? Does the employee establish priorities appropriately; anticipate future needs?	
<b>Unacceptable</b>	<b>1</b>
<b>Needs Improvement</b>	<b>2</b>
<b>Meets Expectations</b>	<b>3</b>
<b>Exceeds Expectations</b>	<b>4</b>
<b>Superior</b>	<b>5</b>
Comments:	

<b>Task Delegation</b>	
How well does the employee oversee the work and direction of subordinates? Are duties assigned appropriately? Does the employee select the right kind of staff as appropriate to the task at hand?	
<b>Unacceptable</b>	<b>1</b>
<b>Needs Improvement</b>	<b>2</b>
<b>Meets Expectations</b>	<b>3</b>
<b>Exceeds Expectations</b>	<b>4</b>
<b>Superior</b>	<b>5</b>
Comments:	

<b>Administrative Skill</b>	
To what extent does the employee manage day-to-day administrative duties? Does the employee ensure that organizational policies are adhered to? Does the employee make the appropriate utilization of company budget, equipment, and resources?	
<b>Unacceptable</b>	<b>1</b>
<b>Needs Improvement</b>	<b>2</b>
<b>Meets Expectations</b>	<b>3</b>
<b>Exceeds Expectations</b>	<b>4</b>
<b>Superior</b>	<b>5</b>
Comments:	

<b>Staff Management</b>	
Is the employee a positive role model for peers and/or subordinates? Does the employee provide constructive guidance and feedback to others? Does the employee assist other workers in accomplishing their own goals, duties, objectives?	
<b>Unacceptable</b>	<b>1</b>
<b>Needs Improvement</b>	<b>2</b>
<b>Meets Expectations</b>	<b>3</b>
<b>Exceeds Expectations</b>	<b>4</b>
<b>Superior</b>	<b>5</b>
Comments:	

## Part V – Goal Completion

Goals for Review Period
List and discuss the goals set forth for this employee during the period under review. Identify those areas of responsibility where the employee did/did not meet performance goals and/or project milestones. Evaluate the progress made by the employee on predetermined goals, projects, job duties, and special assignments by selecting the appropriate box below each goal listed.
<b>Goal #1</b>
Satisfactory Progress _____ Unsatisfactory Progress _____
<b>Goal #2</b>
Satisfactory Progress _____ Unsatisfactory Progress _____
<b>Goal #3</b>
Satisfactory Progress _____ Unsatisfactory Progress _____

<b>Goals for Next Review Period</b>
List any goals, projects, job duties, and special assignments to be continued and/or completed in the coming year. Set these goals with the understanding that corporate priorities are subject to change as business situations change. Update this section as necessary throughout the next review period.
<b>Goal #1</b>
<b>Goal #2</b>
<b>Goal #3</b>

## Part VI – Overall Performance

Overall Assessment	
Use this space to specify the employee’s overall job performance. The overall rating should reflect and take into account both job criteria, behavioural, supervisory, and goal completion rankings.	
<b>Unacceptable</b>	<b>1</b>
<b>Needs Improvement</b>	<b>2</b>
<b>Meets Expectations</b>	<b>3</b>
<b>Exceeds Expectations</b>	<b>4</b>
<b>Superior</b>	<b>5</b>
Comments:	

Developmental Objectives
Complete this section once you and the employee have discussed and agreed upon opportunities for improvement of the employee’s performance/skills. Include any training and/or developmental objectives, corresponding activities, and time frames for completion.
<b>Objective #1</b>
<b>Objective #2</b>
<b>Objective #3</b>



**Supervisor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Part VII – Employee Signoff**

I have been advised of my performance rankings. The rankings and comments in this review have been discussed and explained to me by my supervisor. I understand the implications of poor performance and of the consequences of failing to improve my performance. My own comments are as follows:

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### Part VIII – Probationary Period Employee Self-Review

This section is intended to be printed separately, and filled in by the employee.

**Employee Name:** \_\_\_\_\_

**Department:** \_\_\_\_\_

<b>Company</b>
<b>Please answer the following questions honestly and to the best of your ability</b>

What was your favourite task/role/project in the past 12 months and why?

- What made it so special?
- What made it successful?
- What did you do to make it work so well?

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What have you done to deliver more value to this company than you did 3-6 months ago?

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What was your biggest mistake/regret of the past 12 months and what did you learn from it?

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Do you feel that you complete your fair share of the assigned work load?

- Are deadlines met consistently?
- How well do you manage your time?
- How do you manage simultaneous or conflicting priorities?

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Do you currently possess the knowledge and skills required to fulfill all of your job duties, as well as the techniques and tools used to do so?

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What tools, resources and abilities can (Company Name) provide to make your job easier?

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Do you complete your work with the expected degree of quality, with appropriate attention to detail, actively seeking out and correcting quality control issues?

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Do you feel that the company is providing you with opportunities to work at your full potential?

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Do you feel that you are a good fit regarding your position, and the organization? Why or why not?

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Is there anything that you believe needs change or improvement in the Company?

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**Employee Signature:**

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**Date:**

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