Probation Report

Employee Name:      Date:      Department:

Position:       Date Employed/Transferred:      Assessor Name:

**REPORT FOR:**

Schedule II  Technical Staff  COPE  IUOE  UNIFOR  USW  Contract  OPSEU

1st Month  2nd Month  3rd Month  4th Month  5th Month  6th Month  Final

**INTEREST IN WORK:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- |
| High Interest in job. Very enthusiastic. Takes pride in doing work well. | More than average amount of interest and enthusiasm for job. | Satisfactory amount of interest and enthusiasm for job. | Interest spasmodic. Occasionally enthusiastic. | Little interest or enthusiasm for job. |
| Comments: | | | | |

**INTIATIVE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Self-starter – asks for new jobs. Looks for work to do. | Acts independently and voluntarily in most matters. | Acts independently and voluntarily in routine matters. | Relies on others. Must be told what to do frequently. | Always waits to be told what to do next. |
| Comments: | | | | |

**ORGANIZATION AND PLANNING:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Does an outstanding job of planning and organizing work. | Usually organizes work adequately. | Does normal amount of organizing. | More often than not fails to organize and plan work effectively. | Consistently fails to organize and plan work adequately. |
| Comments: | | | | |

**ABILITY TO LEARN:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Learns very quickly; bright, imaginative. | Learns readily. | Average learning. | Rather slow to learn. | Very slow to learn. |
| Comments: | | | | |

**QUALITY OF WORK:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Excellent – thorough work performance, few errors, if any. | Very good – usually thorough, few errors. | Average – has normal number of errors. | Below average – large percentage of errors. | Work usually done in careless manner, often makes errors. |
| Comments: | | | | |

**QUANTITY OF WORK:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Highly productive. | More than expected amount of productivity. | Acceptable productivity. | Less than expected productivity. | Very low productivity, very slow. |
| Comments: | | | | |

**JUDGMENT:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Exceptionally good – decisions based on thorough analysis of problem. | Uses good common sense; usually makes good decisions. | Good judgment in routine matters. | Judgment often undependable. | Poor judgment; jumps to conclusions without sufficient knowledge. |
| Comments: | | | | |

**DEPENDABILITY:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Highly dependable; can be relied on in situation. | Can usually be depended on in situations. | Can be depended on in routine situations. | Somewhat unreliable; work needs checking. | Unreliable. |
| Comments: | | | | |

**WORK RELATIONSHIPS:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Works harmoniously with others; excellent team worker. | Congenial, cooperative and helpful; works will with others. | Harmonious relations under normal circumstances. | Difficult to work with at times. | Works poorly with others. |
| Comments: | | | | |

**RESPONSE TO ON-THE-JOB PRESSURE SITUATIONS:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Readily adapts to pressure. | Usually adapts to pressure. | Some loss of efficiency in pressure situations. | Pronounced loss of efficiency under pressure. | Cannot adapt to pressure situations. |
| Comments: | | | | |

**ACCEPTANCE OF SUGGESTIONS & CRITICISM:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Accepts criticism and acts promptly on supervisor’s suggestions. | Willingly accepts criticism and suggestions. | Accepts criticism and suggestions in a satisfactory manner. | Reluctantly accepts suggestions and criticism; sometimes fails to recognize fails to recognize own limitations and needs to ask direction. | Resents criticism and suggestions for improvement or needs close supervision or has difficulty in accepting change. |
| Comments: | | | | |

**COMPLETION OF WORK ASSIGNMENTS:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Completes work assignments on timely basis; independent. | Very good in completion of work. | Average. | Depends on others to complete work. | Difficulty in meeting deadlines; work never completed. |
| Comments: | | | | |

**PROFESSIONALISM:**  Appropriate  Inappropriate

**ATTENDANCE:** Regular  Irregular

**PUNCTUALITY:**  Regular  Irregular

**COMMENTS ON OVERALL PERFORMACE (includes area where improvement should be made):**

Do you feel the employee is satisfied with the job?  Yes  No  Questionable  N/A

Do you recommend progress to next period?  Yes  No  N/A

Probation: Do you recommend the employee be  Yes  No  N/A

made a regular employee?

Trial: Do you recommend the employee be awarded  Yes  No  N/A

the position on a permanent basis?

**Employee’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:**

**Assessor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:**