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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| [ ]  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:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| [ ]  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:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| [ ]  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:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| [ ]  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:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| [ ]  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:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| [ ]  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:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| [ ]  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:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| [ ]  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:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| [ ]  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:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| [ ]  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:**