

Probation Management and Evaluation

Last revised: July 2024
Last reviewed: July 2024
Next review: July 2025

This form should be used as a probation review by managers and SGEU or CUPE employees.

Please download the form to your desktop before using it.

Are you a ☐ SGEU or ☐ CUPE employee?

Personal Information

Employee Name

Position Number

Department

Division/Branch

Working Title

Occupational Code

Probationary Expectations

I acknowledge that we have discussed the attached probationary expectations.

Probationary Employee

Date

Employee Comments:

Supervisor/Manager Signature

Date

Supervisor/Manager Comments:

Interim Probationary (Annual)

Overall Rating:

☐ Exceeds Expectations ☐ Meets Expectations Partially Meets Expectations Does not Meet Expectations

I acknowledge that we have discussed my probationary performance for the review period ending _____

Employee Signature

Date

Employee Comments:

Supervisor/Manager Signature

Date

Supervisor/Manager Comments:

Final Probationary

Overall Rating:

☐ Exceeds Expectations ☐ Meets Expectations Partially Meets Expectations Does not Meet Expectations

I acknowledge that we have discussed my probationary performance for the review period ending _____

Employee Signature

Date

Employee Comments:

I, [the Supervisor/Manager] recommend:

☐ Permanent appointment to the position ☐ Extension of the probationary period ☐ Termination from the position

Supervisor/Manager Signature

Date

Supervisor/Manager Comments:

Recruitment Competencies/ Qualifications

Competency/Qualification

Demonstrated by: (or further explained)

Supervisors Commitment:

Interim Evaluation:

- ☐ Exceeds Expectations ☐ Meets Expectations ☐ Partially Meets Expectations ☐ Does not meet Expectations
☐ No Opportunity to Demonstrate

Final Evaluation:

- ☐ Exceeds Expectations ☐ Meets Expectations ☐ Partially Meets Expectations ☐ Does not meet Expectations
☐ No Opportunity to Demonstrate

Comments

NOTE: Please download the form to your desktop before adding more Recruitment Competencies/ Qualifications.

Developmental ('Learn') Competencies/ Qualifications

Competency/Qualification

Demonstrated by: (or further explained)

Supervisors Commitment:

Interim Evaluation:

- ☐ Exceeds Expectations ☐ Meets Expectations ☐ Partially Meets Expectations ☐ Does not meet Expectations
☐ No Opportunity to Demonstrate

Final Evaluation:

- ☐ Exceeds Expectations ☐ Meets Expectations ☐ Partially Meets Expectations ☐ Does not meet Expectations
☐ No Opportunity to Demonstrate

Comments _____

NOTE: Please download the form to your desktop before adding more Developmental Competencies/ Qualifications.