**Sample Probation review form**

**EMPLOYEE DETAILS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** |  | **Job title** |  | |
| **Comm Date** |  | **Probation end date** | |  |

**REVIEWER’S DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Job title** |  |

**REVIEW PERIOD**

|  |  |  |
| --- | --- | --- |
| * **At 1 month** | * **3 month mid-point** | * **6 month end probation** |

**RATING DEFINITIONS**

|  |  |
| --- | --- |
| Rating | Definition |
| Excellent | Above target in all areas |
| Good | Above expectations in some areas and met expectations in rest |
| Satisfactory | Met expectations in most areas, some improvement needed |
| Unsatisfactory | Performance/conduct does not meet the essential requirements of the job |

**EMPLOYEE PERFORMANCE MEASUREMENT**

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| --- | --- |
| Use the following criteria to measure the employee’s performance. | |
| Dependability:   * Meets commitments * Works independently * Accepts accountability * Handles change in a positive manner * Stays focused under pressure * Meets attendance requirements | Rating:   * Excellent * Good * Satisfactory * Unsatisfactory |
| Comments: | |
| Communication:   * Listens effectively * Responds clearly and directly * Seeks to clarify and confirm the accuracy of their understanding of unfamiliar or vague terms * Oral and written communication clear and easy to understand | Rating:   * Excellent * Good * Satisfactory * Unsatisfactory |
| Comments: | |
| Job knowledge:   * Understands job duties and responsibilities * Has necessary job skills and knowledge * Has technical skills, knowledge * Understands, operates equipment * Understands and promotes MRH missions and values * Keeps current with new developments | Rating:   * Excellent * Good * Satisfactory * Unsatisfactory |
| Comments: | |
| Problem solving:   * Anticipates and prevents problems * Defines problems, identifies root cause * Overcomes obstacles * Generates alternate solutions * Helps solve team problems | Rating:   * Excellent * Good * Satisfactory * Unsatisfactory |
| Comments: | |
| Productivity:   * Manages a fair work load * Takes on additional responsibilities as needed * Manages priorities * Develops and follows work procedures * Manages time well * Handles information flow | Rating:   * Excellent * Good * Satisfactory * Unsatisfactory |
| Comments: | |
| Quality:   * Is attentive to detail and accuracy * Actively supports quality standards * Makes continuous improvements * Monitors quality levels * Owns and acts on quality problems | Rating:   * Excellent * Good * Satisfactory * Unsatisfactory |
| Comments: | |
| Teamwork:   * Contributes to team performance * Exchanges ideas, opinions * Helps prevent, resolve conflicts * Works with other areas * Develops positive working relationships * Is flexible and open-minded * Promotes mutual respect | Rating:   * Excellent * Good * Satisfactory * Unsatisfactory |
| Comments: | |
| Planning and Organisational skills:   * Develops realistic plans * Balances short and long-term goals * Aligns plans with MRH goals * Plans for and manages resources * Creates contingency plans * Coordinates and cooperates with others | Rating:   * Excellent * Good * Satisfactory * Unsatisfactory |
| Comments: | |

**PERFORMANCE SUMMARY**

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| --- | --- |
| When providing comments consider the employee’s performance against objectives, key factors from the Employee Performance section above, and strengths/potential improvements | OVERALL RATING:   * Excellent * Good * Satisfactory * Unsatisfactory |
| Comments: | |

**EMPLOYEE COMMENTS**

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| --- |
| Use the comments space below to make any comments regarding the above appraisal or the performance plan. |
| Comments: |

**PERFORMANCE PLAN**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Identify specific actions/behaviours the employee needs to start doing, stop doing, and/or continue doing in the upcoming performance period. Include the indicators of success. Also include any development activities (training, etc) that the employee will need to complete in order to achieve goals and make expected changes. | | | | |
| Issue | Action | Responsibility | Due Date | Status |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Success indicators: | | | | |

**SIGNATURES**

|  |  |  |  |
| --- | --- | --- | --- |
| Employee |  | Date |  |
| The employee signature does not necessarily signify agreement with the appraisal – it is simply an acknowledgement the process has been undertaken | | | |
| Reviewer |  | Date |  |
| HR |  | Date |  |