CUPE 1975 Probation (4mos) or Assessment (3mos) Review

Print Two (2) copies:
1) Preliminary Review - To be completed & discussed with employee approximately one month after appointment.
2) Final Review – To be completed & returned to Human Resources no less than **two weeks before the end of the probation or assessment period.**

Employee: Incumbent Status: Perm Empl ID#

Department: Job Status: Perm

Job Title: Job Posting ID:

Probation/Assessment Period Ending:

1. Does the incumbent have the necessary skills to perform all duties required by the position?
   ☐ Yes ☐ No

   If No, can he / she acquire the necessary skills before completion of the Assessment Period?
   ☐ Yes ☐ No

2. Has the incumbent made adequate progress with regard to knowledge of the job?
   ☐ Exceeds expectations ☐ Meets expectations ☐ Has Not met expectations

3. Is the incumbent's attitude conducive to a good working relationship with his / her peers, subordinates, and supervisors? ☐ Yes ☐ No If you have reservations, please comment below:

   _____
   _____
   _____

4. General impression and comments: _____
   _____
   _____
   _____

Recommendation: To Be Completed Upon Final Review Only

1) Probation or Assessment period to be considered **successfully** completed. ☐ Yes ☐ No

If not successfully completed:

2) Probation or Assessment period to be extended? ☐ Yes **(HR will follow up with unit)**
☐ No
☐ Term ending early.
☐ Term ending as planned.

_____ _____
Signature of Department Head or Delegate Date

I have seen this evaluation and discussed it with _____.

I realize that my signature does not necessarily signify agreement with this evaluation and that I have the right to comment upon any aspect of this report.

_____ _____
Signature of Employee Date