

## SUPPORT STAFF

**PROBATIONARY PROGRESS REVIEW**

Name: Job Classification:

Position Title: Start Date:

Department: Manager:

Campus: Review Dates: 3 month:

 6 month:

Signed - 3 months: Date:

 Incumbent

 - 6 months Date:

 Incumbent

Signed - 3 months: Date:

 Immediate Supervisor

 - 6 months Date:

 Immediate Supervisor

Signed - 3 months: Date:

 Supervisor’s Supervisor

 - 6 months Date:

 Supervisor’s Supervisor

My performance review has been fully explained to me. I realize that signing 3 Months 6 Months

this review does not necessarily signify agreement, but indicates that I have   I consider this evaluation to be fair.

received a copy.   I wish to speak to a representative of

FORM NO. HR41A REV 98 10 Human Resources regarding this evaluation.

**Guidelines for Managers**

**Probationary Progress Review**

The Probationary Period is an extremely important part of an employee’s orientation to Humber College. During the Probationary Period, an employee needs guidance, assistance, and feedback on his/her work progress in order to gain assurance that he/she is on the right track and is well on the way to becoming a valued employee of the College. In turn, the College needs to be reassured that the employee is meeting the expectations that were established when the employee was hired.

Recognizing the importance of this evaluation, the College has decided that two evaluations will be conducted during the Probationary Period - one at three months and one at six months. It is imperative that you conduct the evaluation in a constructive mode - identifying the progress the employee has made and outlining the areas that require additional effort. It is also imperative that you return the completed form by the deadlines identified in the covering memorandum. Going beyond the six month date allows the employee full rights under the Collective Agreement to grieve a dismissal.

**Position Responsibilities**

List the core functions identified on the job description.

**Standards of Performance**

Identify the level of performance that you expect the employee should reach by the three and six month time period. **Be specific.**

Examples:

1. Able to type a one page memorandum in an established department format - accurate within one half hour.
2. Able to troubleshoot and repair all routine breakdowns in projectors and tape recorders.

**Three Month/Six Month Evaluation**

Outline progress made by employee. Identify those parts of the job that the employee is doing well. Identify areas where improvement is needed and the assistance that you, as Manager, will provide.

**Employee’s/Manager’s Comments**

This section allows for both the employee and the Manager to make general comments.

**Manager’s Recommendation**

This section is critical to the evaluation. The Manager must recommend **either:**

1. the employee be continued beyond the six month Probationary Period **or**
2. released from employment with the College **before** the end of the Probationary Period **or**
3. release is being considered. In this case, it is imperative that you consult with your Consultant in Human Resources as soon as that decision is made

Assistance with the form or the Progress Review interview is available from your Human Resources Consultant.

FORM NO. HR41A REV 98 10 2 of 4

**PROBATIONARY PROGRESS REVIEW**

|  |  |  |  |
| --- | --- | --- | --- |
| **Position Responsibilities** | **Standards of Performance** | **3 Month Evaluation****Comments Stating Training/****Development Required** | **6 Month Evaluation****Comments Stating Training/****Development Required** |
|  |  |  |  |

FORM NO. HR41A REV 98 10 3 of 4

**Employee’s Comments**

Three Month Review:

Six Month Review:

**Manager’s Comments**

Three Month Review:

Six Month Review:

**Manager’s Recommendations**

FORM NO. HR41A REV 98 10 4 of 4