UNIVERSITY OF GUELPH

Mid-Probationary Period Progress Report Form

For Employees in CUPE Local 1334

Suggestions for Completion:

These ratings will represent your evaluation of the Employee's actual job performance at the mid-point (i.e., three (3) months) of the probationary period. To help you make an objective evaluation, please consider the following suggestions:

1. Review the employee's job description and performance expectations and base your ratings on the requirements of the job as described. The job description and performance expectations should have been reviewed with the employee at the commencement of their position.
2. Evaluate the employee's demonstrated and observable on-the-job performance.
3. Consider one rating factor at a time so that your rating in one aspect will not influence your rating in another.
4. Upon completion, check your ratings and comments. Discuss your ratings with the employee and encourage them to make comments.
5. A copy of this form should be provided to the employee and the original should be forwarded to Central HR to be retained in the employee's file.

RATINGS:

Outstanding	Consistently performs above normal job requirements
Above Average	Often performs beyond normal job requirements
Satisfactory	Fulfills normal job requirements
Less than Satisfactory	Generally performs below job requirements
Unsatisfactory	Consistently performs below job requirements

Please retain a copy of this form for each of the Employee and the Manager.

UNIVERSITY OF GUELPH

Mid-Probationary Period Progress Report Form

Employee Name: _____ ID Number: _____

Position Title: _____ Department: _____

Manager Name/Title: _____

Start Date: _____ Six-Month Probationary Period End Date: _____

Date of Mid-Probationary Period Progress Report: _____

QUALITY OF WORK	***Consider the accuracy, thoroughness and effectiveness of the work performed.***
◯ **Outstanding** ◯ **Above Average** ◯ **Satisfactory** ◯ **Less than Satisfactory** ◯ **Unsatisfactory**	
Supporting Information:	

QUANTITY AND TIMELINESS OF WORK	***Consider the volume produced, and how promptly tasks/assignments were completed.***
◯ **Outstanding** ◯ **Above Average** ◯ **Satisfactory** ◯ **Less than Satisfactory** ◯ **Unsatisfactory**	
Supporting Information:	

Please retain a copy of this form for each of the Employee and the Manager.

RELATIONSHIP WITH OTHERS	***Consider the employee's tact, cooperation and communication with co-workers, managers, and where appropriate, telephone contacts, visitors and students.***

◯ **Outstanding** ◯ **Above Average** ◯ **Satisfactory** ◯ **Less than Satisfactory** ◯ **Unsatisfactory**

Supporting Information:

WORK INITIATIVE AND RESPONSIBILITY	***Consider the extent to which the employee organizes own work and time, follows through with assignments, and suggests or implements improved methods as it relates to the job description and performance requirements.***

◯ **Outstanding** ◯ **Above Average** ◯ **Satisfactory** ◯ **Less than Satisfactory** ◯ **Unsatisfactory**

Supporting Information:

OVERALL EVALUATION	***Rate the employee's total performance, taking into account all areas of evaluation.***

◯ **Outstanding** ◯ **Above Average** ◯ **Satisfactory** ◯ **Less than Satisfactory** ◯ **Unsatisfactory**

Supporting Information:

REVIEWING MANAGER'S SIGNATURE: DATE:

EMPLOYEE'S COMMENTS (OPTIONAL):

EMPLOYEE'S SIGNATURE: DATE:

Please retain a copy of this form for each of the Employee and the Manager.