**Probation Period Performance Review**

**Employee**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Job Title**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Review Period** *(typically 3 months for a probation period e.g., Jan – Mar 2015):*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**Reviewer**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **Related to Strategic Priority/Goal:** e.g., | | |
| ***Goal:*** *SMART (Specific, Measureable, Achievable, Relevant, Time Bound)* | | |
| **Activities:** | **Target Date** | **Completed** |
| ***List of activities that you will undertake to achieve the goal*** |  |  |
| **Results/Comments:** | | |
| *Employee completes this section for probation period goal review meeting with manager:* | | |

Performance Elements

1. Goal-Achievement: extent to which employee has achieved goal, as outlined above:

🞏 Does Not Meet Expectations 🞏 Meets Expectations 🞏 Exceeds Expectations

Comments:

1. Job knowledge: Understands and performs the requirements of the role description

🞏 Does Not Meet Expectations 🞏 Meets Expectations 🞏 Exceeds Expectations

Comments:

1. Technical ability: Demonstrates the technical knowledge required for the role

🞏 Does Not Meet Expectations 🞏 Meets Expectations 🞏 Exceeds Expectations

Comments:

1. Quality of work: Completes all responsibilities to our standards of excellence

🞏 Does Not Meet Expectations 🞏 Meets Expectations 🞏 Exceeds Expectations

Comments:

1. Quantity of work: Completes the expected amount of work with a minimum of follow up

🞏 Does Not Meet Expectations 🞏 Meets Expectations 🞏 Exceeds Expectations

Comments:

1. Values: Demonstrates our organizational values. Seeks opportunities to learn about and practice values alignment.

🞏 Does Not Meet Expectations 🞏 Meets Expectations 🞏 Exceeds Expectations

Comments:

1. Approach: Displays enthusiasm, self-motivation, cooperation, responsiveness and a sincere interest in the role and to our team, members and stakeholders. Maintains high engagement level.

🞏 Does Not Meet Expectations 🞏 Meets Expectations 🞏 Exceeds Expectations

Comments:

1. Other (opportunity to add any other area of performance that you would like to intentionally review at the end of the probationary period.):

🞏 Does Not Meet Expectations 🞏 Meets Expectations 🞏 Exceeds Expectations

Comments:

Overall Assessment

🞏 Exceeds overall expectations

🞏 Meets overall expectations

🞏 Does not meet overall expectations

Supervisor’s Comments

Employee’s Comments

By signing, both parties acknowledge that they have read and discussed the contents of the performance review form.

Employee Name Employee Signature Date

Supervisor Name Supervisor Signature Date