

HEALTH PEI

PROBATIONARY EMPLOYEE ASSESSMENT FORM

Identification:

Employee Name _____

Assessment Date _____

Classification _____

Work Unit _____

Unit/Group

Probationary Hours

- | | |
|-----------------------------------|--|
| <input type="checkbox"/> CUPE | <input type="checkbox"/> 487.5 hours |
| <input type="checkbox"/> IUOE | <input type="checkbox"/> 487.5 hours |
| <input type="checkbox"/> PEINU | <input type="checkbox"/> 675 hours |
| <input type="checkbox"/> UPSE | <input type="checkbox"/> 600 hours |
| <input type="checkbox"/> Excluded | <input type="checkbox"/> 975 hours (or 6 months) |
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PERFORMANCE

Job Skills

- Exceptional skill in performing work
 - Adequate skills in performing normal assignments
 - Inadequate skills in performing job
 - Other: _____
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Amount/Quality

- Consistently maintains exceptionally high standard of work that is well thought out and of superior quality and meets or exceeds productivity requirements
- Produces good work and meets productivity requirements
- Efforts are not acceptable, fails to meet productivity requirements
- Other: _____

Planning/Organizing Work

- Anticipates conditions, plans ahead, establishes priorities, and completes work on time even in the face of heavy workloads or short deadlines
- Completes on-going assignments within acceptable time limits
- Slow to complete assignments, has difficulty meeting deadlines
- Other: _____

Acceptance of Responsibility

- Accepts responsibility even for difficult tasks and takes full responsibility for actions
- Accepts responsibility for tasks and role in decisions or recommendations
- Often avoids taking a position or is unwilling to support a decision; frequently offers excuses when results are unfavorable
- Other: _____

Meeting changing demands

- Has unusual ability to adapt to new or changing working conditions; effective even under extreme demands and pressures
- Accepts procedural changes willingly; can cope with normal job pressures
- Resists change to routine procedures; often flustered by changes in workload or pressure of deadlines
- Other: _____

Interpersonal skills

- Highly successful team worker with strong ability to promote cooperation and gain support for programs or goals when required
- Works well with others; sensitive to the needs of others; an active team member; maintains professional, courteous relations with workmates
- Will not go out of the way to help others, causes disruptions, diminishes productivity, is rude or unprofessional to colleagues
- Other: _____

Problem Solving/Decision-making

- Effective in evaluating problems and developing technically sound solutions; decisions or recommendations are workable as presented
- Technically sound judgement, recommendations are timely and reflect proper consideration of alternatives
- Does not make timely decisions, or appropriate choices, judgement is often unsound
- Other: _____

Working without close supervision

- Anticipates work needs and follows through without prior instructions or guidance; develops solutions to complex problems independently
- Performs well without detailed directions; can think through most situations and devise solutions to normal problems
- Not a self-starter; easily loses sight of desired end-product without constant guidance
- Other: _____

Writing skills

- Unusual ability to relate complex thoughts or events clearly, logically, and in a convincing manner
- Written work is acceptable, understandable, and suitable for the intended recipient; records, charts and other documentation completed accurately and on time
- Does not express thoughts well in writing; records, charts and other documentation is difficult to read, incomplete, inaccurate, or not done in a timely fashion
- Other: _____

Oral Communication Skills

- Makes excellent oral presentations; speaks effectively and convincingly
- Can report make accurate and clear verbal reports to supervisor, and work mates, and provide clear explanations to clients
- Is not an effective speaker, unable to speak clearly, or articulate thoughts effectively to supervisor, workmates or clients
- Other: _____

Patient Care/Client Service

- Consistently demonstrates an exceptional ability to establish good relations with patients, showing courteous, patient and professional care
- Demonstrates a satisfactory ability to relate to patients, showing courteous, patient and professional care

- Consistently demonstrates a low level of ability to relate to patients, can be impatient, frustrated, rude, overbearing, or otherwise unpleasant to patients
- Other: _____

Supervisory skills

- Consistently excels at supervising others. Treats employees fairly. Regularly attends to supervisory responsibilities
- Demonstrates satisfactory supervisory skills. Usually attends to supervisory responsibilities
- Fails to meet minimal supervisory skills. Frequently neglects supervisory responsibilities
- Other: _____

Attendance

- Has exceptionally good attendance. Reports for shifts on time, does not take extended breaks, or leave early
- Has good attendance, makes every effort to report for all scheduled shifts, follows procedures in requesting leave
- Has marginal attendance, tends to use sick leave as it is accrued, reported late for shift, took extended breaks or left early on more than one occasion.
- Other: _____

Department

- Consistently reports for work in clean, unstained work uniforms (or appropriate clothing for the position); has good hygiene; complies with all worksite policies and requests regarding scents, and other personal care issues; always appears a professional when on duty
- Reports for work in clean uniforms or appropriate dress, has good hygiene, and complies with worksite policies and requests regarding scents and other personal care issues
- Has reported for work in unkempt appearance, has personal hygiene or odour issues, does not have professional department
- Other: _____

Employee Comments (attach page(s) if insufficient space below):

Signature

Date

Supervisor Recommendations and Reasons (attach page(s) if insufficient space below):

Recommendations:

- Grant Permanent Status
- Terminate Employee

Reasons for Recommendation:

Signature

Date

Employer/Designate Decision:

- Grant Permanent Status
- Terminate Employee

Signature

Date