Appendix “H”

TRIAL PERIOD ASSESSMENT FORM

Employee Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employee ID#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Assessment Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Classification: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Unit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

☐ CUPE 325.5 hours ☐ IUOE 300 hours

☐ PEINU 325.5 hours ☐ UPSE 325.5 hours

☐ Excluded 500 hours

**PERFORMANCE**

**Job Skills**

* Exceptional skill in performing work
* Adequate skills in performing normal assignments
* Inadequate skills in performing job
* Other:

**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**

* Exceptional 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:

 **Deportment**

* 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 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 deportment
* Other:

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

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature Date

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

**Recommendations:**

☐Accept Employee ☐Return Employee to previous permanent position

Reasons for Recommendation:

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 Signature Date

**Employer/Designate Decision:**

☐Accept Employee ☐Return Employee to previous permanent position

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 Signature Date