**PERFORMANCE REVIEW - PROBATION PERIOD**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EMPLOYEE INFORMATION** | | | | |
| **Name:** |  | | **Date:** |  |
| **Position:** |  | | **Supervisor’s name:** |  |
| **Review Period (ex. Jan - Mar 2022):** | |  | | |

|  |  |  |
| --- | --- | --- |
| Goals: | | |
| SMART (Specific, Measurable, Achievable, Relevant, Time Bound) goals | | |
| 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 supervisor | | |

PART 1: PERFORMANCE ASSESSMENT

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

Does not meet expectations  Meets expectations  Exceeds expectations

Comments:

Job knowledge: Understands and performs the requirements of the position description.

Does not meet expectations  Meets expectations  Exceeds expectations

Comments:

Technical ability: Demonstrates the technical knowledge required for the position.

Does not meet expectations  Meets expectations  Exceeds expectations

Comments:

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

Does not meet expectations  Meets expectations  Exceeds expectations

Comments:

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

Does not meet expectations  Meets expectations  Exceeds expectations

Comments:

Values: Demonstrates our organizational values and seeks opportunities to practice values alignment.

Does not meet expectations  Meets expectations  Exceeds expectations

Comments:

Approach: Displays enthusiasm, self-motivation, cooperation, responsiveness and a sincere interest in their position and in our team, members, and stakeholders. Maintains high level of engagement.

Does not meet expectations  Meets expectations  Exceeds expectations

Comments:

Other: [INSERT HERE]

Does not meet expectations  Meets expectations  Exceeds expectations

Comments:

PART 2: OVERALL ASSESSMENT

Exceeds overall expectations.

Meets overall expectations.

Does not meet overall expectations.

Supervisor comments:

Employee comments:

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

Employee Signature Date

Supervisor Signature Date