

PROBATIONARY EVALUATION
Review Requirements

Employee Name: _____ Type of Review: _____
 Anniversary Date: _____ Service Area: _____
 Next Review Date: _____

	Yes	No	N/A	Employee Initials
Performance Review Completed	_____	_____	_____	_____
Offer of Employment Reviewed	_____	_____	_____	_____
First Aid Has Remained Current & Verified	_____	_____	_____	_____
CPR Has Remained Current & Verified	_____	_____	_____	_____
Vehicle Insurance Has Remained Current & Verified	_____	_____	_____	_____
Business Insurance Has Remained Current & Verified (as applicable)	_____	_____	_____	_____
Class IV License is Current & Verified (if applicable)	_____	_____	_____	_____
Copy of Drivers Abstract Attached (if applicable)	_____	_____	_____	_____
Aboriginal Awareness & ASSIST Training (if applicable)	_____	_____	_____	_____
Child Welfare Information Check Every 3 years (if applicable)	_____	_____	_____	_____
Criminal Record Check Every 3 years	_____	_____	_____	_____

PLEASE CHECK THE APPROPRIATE LINE AND SIGN BELOW

(This section is to be completed by the Coordinator, Executive Director/Services Director)

Does this employee meet the required measurements for this appraisal Yes _____ No _____

_____ Employee Signature	_____ Date	_____ Coordinator Signature	_____ Date
_____ Supervisor	_____ Date	_____ Executive/Services Director	_____ Date

Increment Recommended: _____

Reason: _____

Letter Forwarded To Employee re: Status of Increment _____
 Date _____

Office Manager Signature: _____

PERFORMANCE APPRAISAL

PROCEDURE:

Under each Key Performance Area (KPA) are measurements, and beside each measurement is a box. In the box place the number that corresponds with the appropriate performance level of the person being evaluated. If there are concerns regarding specific measurements, or if a special note is needed around a particular measurement, a short comment can be written in the appropriate space.

KEY:

- 4 = Not able to assess at this point**
- 3 = Needs Improvement**
- 2 = Meets Measurement**
- 1 = Exceeds Measurement**

A '4' is placed beside a measurement if the employee has not yet been in a situation where they could be properly evaluated on that measurement.

A '3' is placed beside a measurement if the employee has been observed and evaluated in regards to a measurement, and it is found that the employee is lacking in accordance to that measurement.

A '2' is placed beside a measurement if the employee has been observed and evaluated in regards to a measurement, and it is found that the employee is meeting that measurement.

A '1' is placed beside a measurement if the employee has been observed and evaluated in regards to a measurement, and it is found that the employee is excelling in regards to that measurement.

PROBATIONARY EVALUATION

KPA: ATTENDANCE / PUNCTUALITY

Standard: To be consistently punctual as per employee requirements.

MEASUREMENTS:

- Arrives for scheduled shifts all of the time
- Is ready for shift / work at scheduled time
- Is ready / on site for meetings, courses and in-services
- Gives proper notification of absences from shifts, service meetings, general meetings, in-services, etc.
- Follows through on registration and course attendance

Comments:

KPA: FLEXIBILITY & ADAPTABILITY

Standard: To be adaptable and flexible to meet the changing needs and goals of individuals and the agency.

MEASUREMENTS:

- Demonstrates willingness to change scheduled shifts to meet demands
- Focus remains on quality of service during changes (e.g.: environment remains positive)
- Productivity / volume of work remains consistent during change (e.g.: continues to complete job requirements)
- Demonstrates actions that facilitate change (e.g.: implements new ideas, participates in change, initiates change, planning for change)
- Recognizes and responds to evolving nature of work

Comments:

KPA: DOCUMENTATION / COMMUNICATION

Standard: To communicate as per ASC philosophy, respecting the mission, vision, principles and according to ASC guidelines.

MEASUREMENTS:

- Ensure all necessary documentation is accurate, factual, signed dated, respectful and within appropriate timelines as per ASC Policy & Procedure
- Respects confidentiality as per ASC Policy and FOIPP (Freedom of Information and Protection of Privacy) guidelines
- Communication is presented in a positive and respectful manner
- Communication is in plain language (all stakeholders)
- Verbal and written communication is clear, concise, and factual
- Acknowledges all forms of communication and usage preferences (e.g.: audio, visual, sign language)
- Shares information with all stakeholders - verbally and/or written, following ASC Policy and Procedure guidelines
- Demonstrates agency beliefs and values through communication techniques

Comments:

KPA: HEALTH AND SAFETY

Standard: Every employee shall take reasonable care to work safely on their own and with other workers present, and to cooperate with their employer when it comes to workplace health and safety.

MEASUREMENTS:

- Meets mandatory requirements - as applicable (First Aid, CPR, Business Insurance)
- Meets Occupational Health and Safety Legislation, ASC Safety Policy and Procedure and Accreditation Standards. This includes but is not limited to Workplace Hazardous Materials Information System (WHMIS), Working Safely Alone, Workplace Violence and Hazard Assessment.
- Identifies and reports hazards
- Complies with hazard control methods
- Completes mandatory safety training
- Uses approved personal protective equipment

PROBATIONARY EVALUATION

- Follows emergency response procedures
- Complies with procedures of investigation of worksite safety incidences.
- Reports all injuries that occur at work including minor injuries and those qualifying under WCB guidelines.

Comments:

KPA: CREATIVITY

Standard: Demonstrates creativity in promoting ASC's Vision, Mission and Principles.

MEASUREMENTS:

- Develops or thinks of new ideas / projects and ways of doing things
- Demonstrates motivation to try new things / ideas
- Teaches and utilizes teachable moments
- Offers options when solving problems
- Strives for continuous improvements
- Uses and shares natural talents

Comments:

KPA: PROFESSIONALISM

Standard: Practices and adheres to Association Code of Ethics and promotes ASC Vision, Mission, Principles

MEASUREMENTS:

- Maintains confidentiality as per ASC Policy and Procedure
- Maintains a respectful rapport with person served / customer, families, coworkers, supervisors and community members
- Acknowledges and respects others dignity and self-worth
- Represents ASC in a positive manner
- Problem solves issues through appropriate channels and means

PROBATIONARY EVALUATION

- Uses and follows ASC Policy and Procedure Manual
- Takes initiative to learn and recognizes the need to learn
- Personal appearance reflects suitability to occasion & activity
- Advocates for rights of the person served / customer

Comments:

KPA: ORGANIZATIONAL SKILLS

Standard: Completes duties as required in a timely manner.

MEASUREMENTS:

- Manages time to accomplish work
- Has an organized system and knows where information and materials are
- Maintains shared workspaces in an equally agreed upon way
- Knows and accurately completes duties
- Asks questions when not sure about duties
- Consistently meets deadlines
- Asks for assistance to set priorities when there are many tasks to do
- Plans the work to be done and follows through

Comments:

PROBATIONARY EVALUATION

KPA: TEAM SKILLS

Standard: To practice team skills to promote effective planning, decision making and continuous improvement.

MEASUREMENTS:

- Involves people in decision making when they will be impacted by the decision
- Recognizes team(s) that he/she are a part of
- Follows through on responsibilities and commitments
- Uses effective meeting skills (e.g.: organized, agenda, knows role, attendance, minutes, follows ground rules)
- Focuses on processes and discourages personal fault finding or blame
- Follows through on individual and team goals & organizational vision
- Uses effective communication skills (e.g.: respectful language and tone of voice, effective listener)
- Uses effective problem solving skills (e.g.: checks available information in ASC Policy and Procedure Manual, Information Package, etc.)
- Talks and listens to person with there is a disagreement or issue
- Is supportive to all team members (e.g.: shares knowledge and skills)
- Focuses on the person served / customer
- Uses resources to promote team processes

Comments:
