

## PROBATIONARY PERFORMANCE REVIEW

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Start Date: \_\_\_\_\_ Union: \_\_\_\_\_ Date Reviewed: \_\_\_\_\_

<b>Supervisor Overview/Comments:</b>
<b>Strengths:</b>
<b>Areas for Development:</b>
<b>Developmental Plan:</b>
<b>Employee Comments:</b>

<i>Employee Signature</i>	<i>Date</i>
<i>Supervisor's Signature</i>	<i>Date</i>

**Provide a copy of the completed PROBATIONARY PERFORMANCE REVIEW to the employee and return the original to Human Resources**

**ENDORSEMENT:**

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I have formally evaluated \_\_\_\_\_ within the probationary period, and I recommend:

- a) Without hesitation or reservation, that \_\_\_\_\_ continue employment in this position;
- b) \_\_\_\_\_'s probationary period is extended for \_\_\_\_\_ months;
- c) \_\_\_\_\_ is rejected during probation.  
(Following discussion with Human Resources).

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

**Return to Human Resources**