



**University of British Columbia**  
**CUPE 2950 Probationary Staff Performance Review**

**Monthly Review**

The purpose of this form is to provide a structured and consistent approach in the assessment of the CUPE 2950 employee's performance during the first three months of employment. Supervisors must conduct reviews on the anniversary of the employee's hire-date for each of the first three months of employment. Supervisors are urged to be frank in their evaluation both for the benefit of the employee and for the accuracy of this performance review, which will become a part of the employee's personnel file.

Employee Name	Job Title / Position	Unit/Department/Office
Supervisor Name	Appraisal Period (from yyyy/mm/dd to yyyy/mm/dd)	Date of Last Appraisal (yyyy/mm/dd)
Initial Employment Date at UBC	Start Date in Current Position	Probationary Review Number (1, 2, or 3)

<b>OVERALL RATING</b>	Place an X in the box that best describes the employee's overall performance throughout the review.
	<b>EXCEEDS REQUIREMENTS:</b> Maintains exemplary achievement and balance in quality and quantity of work. Consistently takes on additional workload without defaulting on current work. Accomplishments are above expected levels. Sustains uniformly high performance.
	<b>FULLY MEETS REQUIREMENTS:</b> Work is at level required, assumes extra projects or tasks when requested. Minimal supervision is required. Performance is described as solid, fully competent in all aspects of job content and expectations.
	<b>NEEDS DEVELOPMENT:</b> Does not meet requirements/standards. Requires considerable guidance and follow-up to assure work assignments are completed. More effort is required to achieve results. Incumbent will need to show progressive and sustained improvement.
	<b>NOT APPLICABLE:</b> Not applicable to the position or insufficient opportunity to observe.

<b>RATING OUTCOME</b>	Place an X in the box that best describes the outcome of the rating.
	Continue probation
	Successfully completed probationary period
	Provide training and coaching (complete the training needs section of this form)
	Terminate employment (seek advice from Human Resources)

**Distribution of CUPE 2950 Staff Performance Review**

- Original to Supervisor
- Copy to employee
- Copy to Manager, Human Resources

<b>Performance Factors</b> <i>Place an X in the appropriate column to the right for each factor.</i>	Exceeds	Fully Meets	Needs Development	N/A
<b>COMMUNICATIONS</b> – Consider the effectiveness in listening to others, expressing ideas, both orally and in writing, and providing relevant and timely information to management, co-workers, and customers in a clear, concise and accurate manner.				
<b>CUSTOMER RELATIONS</b> – Consider how well the employee interacts in dealing with internal staff, external customers and vendors.				
<b>DEPENDABILITY</b> - Consider the extent to which the employee completes assignments on time and carries out instructions. Also, consider the employee's attendance record and punctuality.				
<b>FLEXIBILITY</b> – Consider performance under pressure and handling of multiple assignments.				
<b>INITIATIVE</b> – Consider the extent to which the employee demonstrates resourcefulness, independent thinking, and the extent to which the employee seeks additional challenges and opportunities on their own.				
<b>INTERPERSONAL SKILLS</b> – Consider the extent to which the employee is cooperative, considerate, and tactful in dealing with supervisors, peers, faculty, students and others. Accepts suggestions for improvement constructively.				
<b>JOB KNOWLEDGE</b> - Consider the extent to which the employee understands and applies his/her knowledge of the techniques, methods, and skills involved in the job.				
<b>JUDGEMENT</b> – Consider the ability to identify and deal with relevant problems, to analyze all factors involved in decisions and to reaching a sound conclusion.				
<b>PLANNING &amp; ORGANIZATION</b> – Consider the extent to which activities are planned, prioritized and time organized to achieve goals and targets. Consider the amount of supervision required to achieve goals and targets.				
<b>PRODUCTIVITY</b> - Consider the amount and timelines of satisfactory work completed and whether the employee consistently meets established or reasonable deadlines.				
<b>QUALITY OF WORK</b> - Consider the degree to which work is accurate and thorough. Consider the individual's ability to self –identify and correct errors.				
<b>QUANTITY OF WORK</b> – Consider the actual amount of work produced and the ability to meet schedules. Should be able to work well under pressure.				
<b>RESPONSIBILITY</b> – Consider the manner in which the employee accepts new and varied work assignments, and assumes responsibility for completion.				
<b>SAFETY COMPLIANCE</b> – Consider the individual's work habits and attitudes as they apply to working safely and the degree to which the employee complies with University safety rules.				
<b>TEAM WORK</b> – Consider how well the employee gets along with fellow employees, respects the rights of other employees and shows a cooperative spirit.				
<hr/> <b>The following applies only to 2950 staff who supervises others</b> <hr/>				
<b>LEADERSHIP</b> - Effectively leads staff and accomplishes work assignments through subordinates. Establishes challenging goals, accurately evaluates performance, matches abilities and job requirements, establishes effective working relationships, and acts as a positive model for others. Assures a positive working environment. Promotes innovation and team effort.				
<b>RESOURCE UTILIZATION</b> - The degree to which the individual utilizes resources (people, financial, equipment) economically and effectively.				
<b>STAFF DEVELOPMENT</b> - The extent to which the individual provides guidance and opportunities to his or her staff for their development and advancement in the department or University.				

**SUPERVISOR COMMENTS** - Comment on the employee's overall performance and also comment on any other factors of performance that were not included in previous sections.

**Supervisor:** *Sign and provide feedback and form to staff member*

Date

**EMPLOYEE COMMENTS** - This section may be left blank or it may be used to comment in support of or in disagreement with the ratings and observations recorded on this form.

**EMPLOYEE SIGNATURE** – Sign, date and return this form to your supervisor within 48 hours of receipt. Signature does not necessarily signify agreement with the evaluation, but that the evaluation has been discussed with the supervisor.

Date

**STRENGTHS & OPPORTUNITIES FOR DEVELOPMENT** - What are the employee's strongest skills and abilities? What areas of development are needed?

**TRAINING NEEDS** - What training is needed to maintain or improve current job performance? Also describe how the supervisor will assist the employee in maintaining or improving performance.