



McGill

McGILL UNIVERSITY PROBATIONARY/TRIAL EMPLOYEE REVIEW

Name: _____
 Position: _____
 Department: _____
 Starting date: _____

End Date _____
 Probationary period: ☐ _____
 Trial period : ☐ _____
 (Check one)

Instructions/guidelines for completing the form are provided on the next page.

		Ratings					
		Unsatisfactory	Improvement/Development Required	Satisfactory	More than Satisfactory		
SECTION A	FACTORS						COMMENTS/OBSERVATIONS
	Job Knowledge Understanding of duties/tasks						
	Quantity Output at satisfactory level						
	Quality Accuracy, acceptability of work						
	Interpersonal Skills Effective interaction with others; clients, colleagues, work team						
	Planning and Organizing Performance of duties; efficiency and time management						
	Problem Solving/Decision Making Identification of alternatives and making decisions						
	Application to the job a) Punctuality & attendance b) Results-oriented						
SECTION B	MANAGEMENT/SUPERVISORY STAFF						
	Management of subordinates a) Management of the work of others b) Motivation; team-building c) Development of subordinates						
	Work management skills Objective setting; control; innovation						
SECTION C	OVERALL EVALUATION						
	a) Overall assessment of employee's performance: <input type="checkbox"/> More than satisfactory <input type="checkbox"/> Satisfactory <input type="checkbox"/> Improvement/Development Required <input type="checkbox"/> Unsatisfactory				b) Is the probation/trial period to be extended? <input type="checkbox"/> Yes <input type="checkbox"/> No		
					c) Are you recommending the employee remain in your service? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	d) describe the development plan for the employee indicating skills to be improved, strengths to be enhanced, etc., if necessary:						

Prepared & reviewed by: _____
 Name Title Signature

Employee signature: _____ Date: _____
 (Acknowledgement of Receipt)