

Probationary Review Form



Human Resources Department
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 Antigonish, Nova Scotia
 Canada B2G 2W5
 Phone: 902-867-2466
 Fax: 902-867-3345
<http://www.stfx.ca/administration/hr/>

Date of Review Meeting:

Employee Name:

Job Title:

Supervisor/Mgr Name:

Probation end date:

Date of next review:

Performance Criteria	Satisfactory = Y Unsatisfactory = N	Comments
Understands Job Description		
Attendance and Time Management		
Organizational Skills		
Meets Task Deadlines		
Communication and Interpersonal Skills		
Shows initiative / Takes pro-active approach		
Quality and Accuracy of Work		
Positive Attitude / Customer Service Skills		

Overall Performance Rating:

- Meets Expectations Needs Improvement

Other Comments:

Human Resources will accept an email submission for documentation purposes, however, please ensure that a hardcopy version of this completed form is provided to the employee at the review meeting.

Signature of Supervisor: