UNIVERSITY OF VICTORIA

**CUPE 917 EMPLOYEE APPRAISAL FORM**

This form is to be completed by the supervisor of an employee completing a **probationary/trial period**.

|  |  |
| --- | --- |
| **Name:**  | **Classification:**   |
| **Department:**  | **Period Reviewed:**  |
| **Employee No.:**  | **Position No.:**   |

🞎 Probationary 🞎 Trial 🞏 Provisional

**Note 1: Please refer to instructions on reverse before completing this form.**

**Note 2: Where an assessment *does not meet expectations*, specific details *must* be provided in the comments section.**

**Note 3: Please sign any attachments.**

|  |  |
| --- | --- |
| **1. QUALITY OF WORK**  Consider such factors as knowledge of the job, ability to plan the work and accuracy. Meets Expectations🞏 Does Not Meet Expectations🞏 | Comments    |
| **2. QUANTITY OF WORK** Consider such factors as volume of work performed and meeting of deadlines. Meets Expectations🞏 Does Not Meet Expectations🞏 | Comments    |
| **3. EFFECTIVENESS** Consider such factors as ability to carry out instructions, to work independently, to work under pressure, to relate to others and adaptability to new procedures. Meets Expectations🞏 Does Not Meet Expectations🞏 | Comments      |
| **4. ATTITUDE** Consider such factors as attitude to the job, to the supervisor and to the department. Meets Expectations🞏 Does Not Meet Expectations🞏 | Comments    |
| **5. WORK HABITS** Consider such factors as attendance, punctuality, consideration for others and conformance to safety practices. Meets Expectations🞏 Does Not Meet Expectations🞏 | Comments     |
| **6. SUPERVISORY QUALITIES** (complete when employee has supervisory position) Consider such factors as ability to direct the work of others, to train subordinates, to delegate, to appraise performance and to discern cost effectiveness.  Meets Expectations🞏 Does Not Meet Expectations🞏 | Comments      |
| **7. OVERALL ASSESSMENT** Meets Expectations🞏 Does Not Meet Expectations🞏 Comments     |
| **8. RECOMMENDED ACTION** Regular appointment 🞏 Award Increment 🞏 (for continuing positions only) (where applicable) Extension of probation/trial period for months 🞏 (requires Union agreement) Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title or Classification \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **9. DECISION AND COMMENTS OF CHAIR/DEPARTMENT HEAD/MANAGER** Comments     Date Signature  |
| **10. COMMENTS OF EMPLOYEE**    Date Signature  (Signing does not imply endorsement, only acknowledges that the completed appraisal and ensuing action have been discussed with the employee. If the employee does not agree with any part of the assessment after it has been discussed, the employee is encouraged to comment here.) |

**INSTRUCTIONS FOR APPRAISAL**

1. The Employee Appraisal form is to be completed by the employee’s immediate supervisor. If the employee’s job is one that involves regular contacts with other supervisors, there should be consultation with them regarding those aspects of the employee’s work. The basic responsibility for appraising employee performance, however, rests with the immediate supervisor.

2. With the exception of Item 6, which relates only to personnel in supervisory positions, each item must be rated as either "meets expectations" or "does not meet expectations".

3. With one "does not meet expectations" rating, the overall assessment may be either "meets expectations" or "does not meet expectations" at the option of the appraiser. Two or more "does not meet expectations" ratings automatically require an overall assessment of "does not meet expectations".

4. A probationary period cannot be successfully completed nor a merit increment awarded when the overall assessment is unsatisfactory.

5. The employee’s signature must be obtained before the completed appraisal form is returned to Human Resources.

6. Enclosed is a “Supervisor’s Guide for Employee Appraisal” for your reference and use.

7. **Please ensure this form is returned to HRIS/Payroll** **prior to the date shown for the end of the appraisal period.**