



Probationary Period Evaluation

Name:

Team:

Date of evaluation:

Probation period expiry date:

Evaluated by:

INDUCTION PROCESS:

Has induction been completed?

YES/NO

Review induction checklist with the individual and ensure areas are complete and signed off. Please attach signed induction checklist to this evaluation and return to HR.

SECTION A – CAREER ASPIRATIONS:

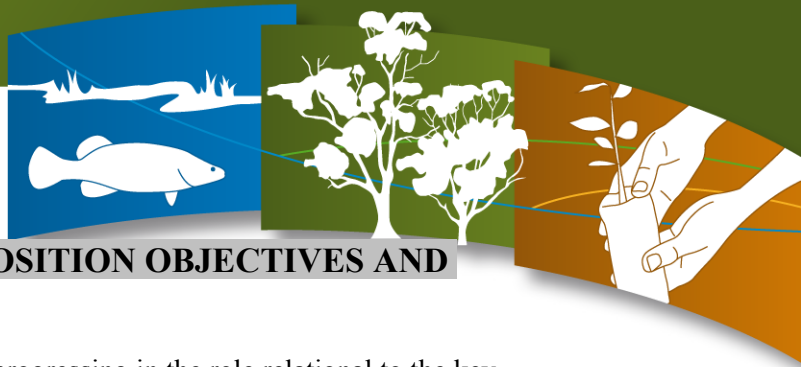
This section is to be discussed with the person at the end of the probationary period, prior to providing feedback about their performance during their initial 3 months with North Central CMA. Comments regarding demonstrated skills and behaviours can then be directly related to the person's career aspirations.

1 What does the person want to achieve with their career:

a) In the short to medium term? (i.e. – within 5 years)

b) in the longer term?

2 What do they see themselves doing to achieve these aims? (eg, type of employment, roles)



SECTION B – PERFORMANCE OF POSITION OBJECTIVES AND REQUIREMENTS

This section is to clarify how the team member is progressing in the role relational to the key objectives, deliverables and requirements of the position. Feedback should be provided to detail the areas the team member is performing well and any where continued development and learning is required. Any performance areas that have not yet been assessed should also be included.

How is the team member progressing against the key objectives, deliverables and requirements of the position?

Specific Examples

Performance standards met in the areas of:

Still learning in the areas of:

Yet to assess the areas of:



SECTION C – ORGANISATION TRADEMARK & BEHAVIOURS

The **Trademark** developed by the organisation reflect how the North Central CMA would like to be described, and the **Behaviours** related to how the organisation needs to behave to achieve the trademark.

Organisational Trademark: ***Innovative, Knowledgeable & Reliable***

Trademark Behaviours:

- ***Seek to understand - embrace challenges and seek solutions***
- ***Be honest and take responsibility - do what you say you will do***
- ***See something, do something***
- ***Show respect***
- ***Actively engage***

Ask the team member to rate their performance to date against the organisational trademark, followed by each of the behaviours. Mark their response, and then rate them yourself (in discussion with them).

ORGANISATION TRADEMARK

Level the Team Trademark is demonstrated:

Requires
significant
improvement

Moderately

Comprehensively

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Examples & Comments:

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BEHAVIOUR 1: Seek to understand - embrace challenges and seek solutions

Level the behaviour is demonstrated:

Requires
significant
improvement

Moderate

Outstanding

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Examples & Comments:

BEHAVIOUR 2: Be honest and take responsibility - do what you say you will do

Level the behaviour is demonstrated:

Requires significant improvement					Moderate							Outstanding
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Examples & Comments:

BEHAVIOUR 3: See something, do something

Level the behaviour is demonstrated:

Requires significant improvement					Moderate							Outstanding
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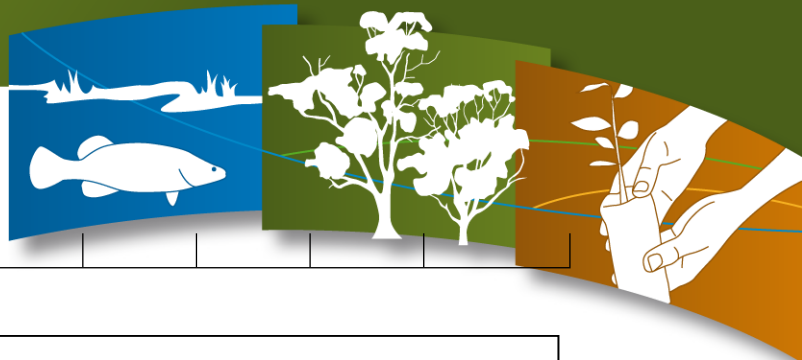
Examples & Comments:

BEHAVIOUR 4: Show respect

Level the behaviour is demonstrated:

Requires significant improvement					Moderate							Outstanding
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improvement



Examples & Comments:

BEHAVIOUR 5: Actively engage

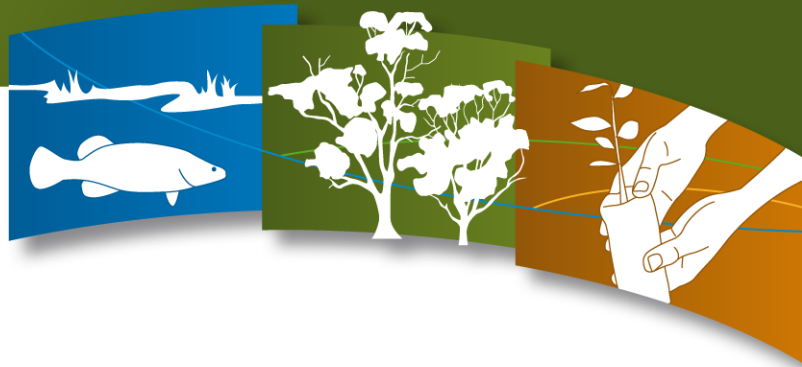
Level the behaviour is demonstrated:

Requires significant improvement				Moderate				Outstanding
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Examples & Comments:

SECTION D – ADDITIONAL SKILLS & QUALITIES OF NOTE:

Please note here any skills, qualities or other attributes of potential interest and importance, which have not been covered by Section A:

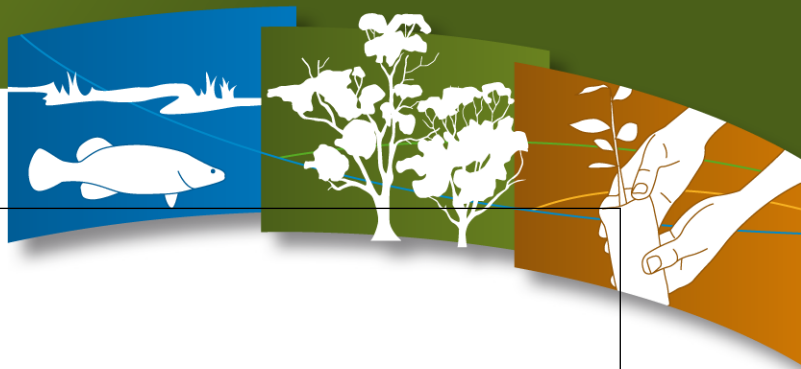


SECTION E – OVERALL SUMMARY AND SUGGESTIONS:

SECTION F – NEW STAFF MEMBER’S COMMENTS ABOUT THEIR PROBATIONARY PERIOD:

Please obtain feedback from the person about their perceptions of their first 3 months. In doing so, provide assurance that this is for the improvement of our processes and systems, and all comments will be treated as confidential.

1 What has been good about this period?



2 What needed improvement?

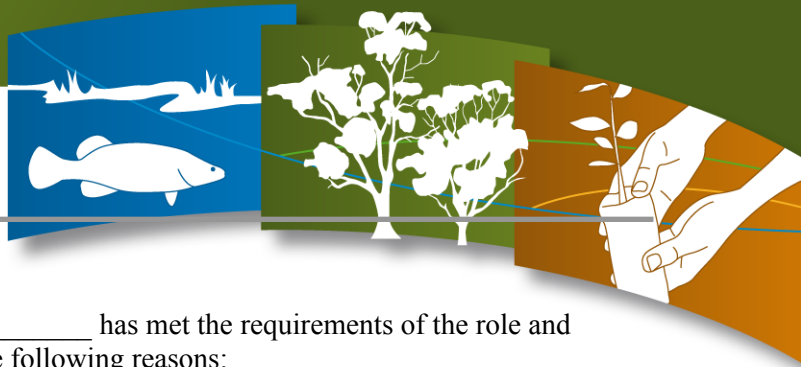
3 What suggestions does the person have?

SECTION G – RECOMMENDATION:

I am satisfied that _____ has met the requirements of the role to date and aligns with the trademark and behaviours.

Signed:

Date:



OR

I am not satisfied that _____ has met the requirements of the role and demonstrated the trademark and behaviours for the following reasons:

Therefore, I am recommending termination of the employment contract as from _____.

Signed:

Date: