

## MID-PROBATIONARY PERIOD FEEDBACK CHECKLIST

(200 HOURS AND/OR ONE AND A HALF MONTHS FROM EMPLOYMENT DATE)

EMPLOYEE NAME: \_\_\_\_\_

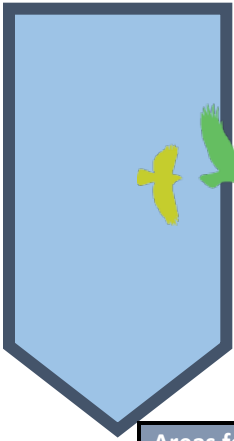
PROGRAM/ POSITION: \_\_\_\_\_

DATE OF HIRE: \_\_\_\_\_

DATE OF FEEDBACK REVIEW: \_\_\_\_\_

GENERAL WORK HABITS	Exceeds	Meets	Area to Improve
<b>Punctuality &amp; Attendance</b> - arrives on time, works scheduled hours, rarely absent			
<b>Collaboration</b> - has ability to get along with coworkers and management			
<b>Attitude &amp; Respectfulness</b> - shows initiative, optimism, politeness			
<b>Service Recipient Interaction</b> - demonstrates care, empathy, respect and maintains dignity			
<b>Acceptance of Feedback</b> - has ability to learn from suggestions and change behaviour			
<b>Flexibility</b> - demonstrates capacity to adapt to changing situations and expectations			
<b>Communication</b> - conveys information effectively and efficiently			
<b>Organizational Skills</b> - has capacity to stay on track and use time effectively			
<b>Admin/ Documentation</b> - completes all administrative duties to completion and on time			
<b>Quality of Work</b> - is thorough, accurate, and neat in work			
<b>Dress</b> - demonstrates a professional appearance appropriate for the role			
<b>Cleanliness</b> - keeps work area clean and in order			
<b>Safety</b> - contributes to a safe and secure environment by following established procedures			

PROBATIONARY PERIOD SPECIFIC	Exceeds	Meets	Area to Improve
<b>Onboarding &amp; Orientation</b> - on track w/ orientation checklist timelines and trainings			
<b>Role Alignment</b> - demonstrates comfort and/or aptitude for role and responsibilities			
<b>Role Comprehension</b> - understands duties of own position and of others relevant in org.			



# SOURCES

COMMUNITY RESOURCE CENTRES

Areas for improvement as noted above:	Actions required:
1.	
2.	
3.	
4.	

All areas noted above must meet the satisfactory performance expectations within the probationary period in order to successfully pass the appraisal period. It is the employee's responsibility to meet the requirements of their job description and seek clarification as required. The supervisor must make sure all expectations are clearly communicated and reasonable support is provided.

**Employee Comments (can include support requests, feedback, observations, ideas, etc.)**

**Manager Comments (can include guidance, recommendations, supportive comments, etc.)**

**I have read, understood, and accept this review of my performance.**

An employee may, at their option, provide their manager with a written response to their check-in, in which case the employee's written response, together with the mid-probation check-in, will be filed in the employee's personnel file within thirty (30) days.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager/ Supervisor Signature

\_\_\_\_\_  
Date

Original copy to Personnel file  
Copy to Employee