

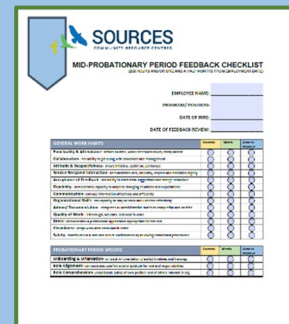
PERFORMANCE FEEDBACK FLOWCHART

FIRST WEEK OF ONBOARDING:

Provide feedback and development process overview including showing Mid-Probation Feedback Form and clearly explain expectations for success.

6 WEEK MARK OF PROBATIONARY PERIOD:

Complete Mid-Probation Feedback Form with new hire and provide copies to them and personnel file.



SOURCES
COMMUNITY RESOURCE CENTRES

MID-PROBATIONARY PERIOD FEEDBACK CHECKLIST
SOURCES FORM 001 (REVISED 01/2019)

EMPLOYEE NAME: _____
 PROBATIONARY POSITION: _____
 DATE OF HIRE: _____
 DATE OF FEEDBACK REVIEW: _____

PERFORMANCE CRITERIA	YES	NO	NOT RATED
1. Understands and follows the organization's mission, vision, and values.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Demonstrates a strong understanding of the organization's policies and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Shows a strong understanding of the organization's goals and objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Demonstrates a strong understanding of the organization's culture and values.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Shows a strong understanding of the organization's role in the community.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Demonstrates a strong understanding of the organization's commitment to diversity and inclusion.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Shows a strong understanding of the organization's commitment to environmental sustainability.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Demonstrates a strong understanding of the organization's commitment to social responsibility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Shows a strong understanding of the organization's commitment to ethical conduct.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Demonstrates a strong understanding of the organization's commitment to customer service.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Shows a strong understanding of the organization's commitment to quality service.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Demonstrates a strong understanding of the organization's commitment to safety.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Shows a strong understanding of the organization's commitment to security.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Demonstrates a strong understanding of the organization's commitment to confidentiality.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Shows a strong understanding of the organization's commitment to data protection.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Demonstrates a strong understanding of the organization's commitment to information security.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Shows a strong understanding of the organization's commitment to intellectual property.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Demonstrates a strong understanding of the organization's commitment to trade secrets.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Shows a strong understanding of the organization's commitment to patents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Demonstrates a strong understanding of the organization's commitment to trademarks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Shows a strong understanding of the organization's commitment to copyrights.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Demonstrates a strong understanding of the organization's commitment to domain names.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Shows a strong understanding of the organization's commitment to social media.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Demonstrates a strong understanding of the organization's commitment to public relations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. Shows a strong understanding of the organization's commitment to crisis management.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26. Demonstrates a strong understanding of the organization's commitment to disaster recovery.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27. Shows a strong understanding of the organization's commitment to business continuity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28. Demonstrates a strong understanding of the organization's commitment to risk management.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29. Shows a strong understanding of the organization's commitment to compliance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30. Demonstrates a strong understanding of the organization's commitment to legal matters.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31. Shows a strong understanding of the organization's commitment to tax matters.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32. Demonstrates a strong understanding of the organization's commitment to financial matters.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33. Shows a strong understanding of the organization's commitment to accounting matters.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34. Demonstrates a strong understanding of the organization's commitment to auditing matters.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35. Shows a strong understanding of the organization's commitment to internal controls.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36. Demonstrates a strong understanding of the organization's commitment to budgeting matters.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37. Shows a strong understanding of the organization's commitment to forecasting matters.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38. Demonstrates a strong understanding of the organization's commitment to financial reporting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39. Shows a strong understanding of the organization's commitment to disclosure matters.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40. Demonstrates a strong understanding of the organization's commitment to investor relations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
41. Shows a strong understanding of the organization's commitment to public affairs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
42. Demonstrates a strong understanding of the organization's commitment to government relations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
43. Shows a strong understanding of the organization's commitment to industry relations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
44. Demonstrates a strong understanding of the organization's commitment to labor relations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
45. Shows a strong understanding of the organization's commitment to union relations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
46. Demonstrates a strong understanding of the organization's commitment to employee relations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
47. Shows a strong understanding of the organization's commitment to customer relations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
48. Demonstrates a strong understanding of the organization's commitment to vendor relations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
49. Shows a strong understanding of the organization's commitment to supplier relations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
50. Demonstrates a strong understanding of the organization's commitment to partner relations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51. Shows a strong understanding of the organization's commitment to stakeholder relations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
52. Demonstrates a strong understanding of the organization's commitment to community relations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
53. Shows a strong understanding of the organization's commitment to environmental relations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
54. Demonstrates a strong understanding of the organization's commitment to social relations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
55. Shows a strong understanding of the organization's commitment to cultural relations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
56. Demonstrates a strong understanding of the organization's commitment to diversity relations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
57. Shows a strong understanding of the organization's commitment to inclusion relations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
58. Demonstrates a strong understanding of the organization's commitment to equity relations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
59. Shows a strong understanding of the organization's commitment to justice relations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
60. Demonstrates a strong understanding of the organization's commitment to fairness relations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
61. Shows a strong understanding of the organization's commitment to integrity relations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
62. Demonstrates a strong understanding of the organization's commitment to honesty relations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
63. Shows a strong understanding of the organization's commitment to transparency relations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
64. Demonstrates a strong understanding of the organization's commitment to accountability relations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
65. Shows a strong understanding of the organization's commitment to responsibility relations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
66. Demonstrates a strong understanding of the organization's commitment to ethics relations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
67. Shows a strong understanding of the organization's commitment to moral relations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
68. Demonstrates a strong understanding of the organization's commitment to legal relations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
69. Shows a strong understanding of the organization's commitment to regulatory relations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
70. Demonstrates a strong understanding of the organization's commitment to compliance relations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
71. Shows a strong understanding of the organization's commitment to industry relations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
72. Demonstrates a strong understanding of the organization's commitment to trade relations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
73. Shows a strong understanding of the organization's commitment to international relations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
74. Demonstrates a strong understanding of the organization's commitment to global relations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
75. Shows a strong understanding of the organization's commitment to cross-cultural relations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
76. Demonstrates a strong understanding of the organization's commitment to multicultural relations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
77. Shows a strong understanding of the organization's commitment to intercultural relations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
78. Demonstrates a strong understanding of the organization's commitment to intracultural relations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
79. Shows a strong understanding of the organization's commitment to cross-generational relations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
80. Demonstrates a strong understanding of the organization's commitment to inter-generational relations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
81. Shows a strong understanding of the organization's commitment to intra-generational relations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
82. Demonstrates a strong understanding of the organization's commitment to inter-organizational relations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
83. Shows a strong understanding of the organization's commitment to intra-organizational relations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
84. Demonstrates a strong understanding of the organization's commitment to inter-industry relations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
85. Shows a strong understanding of the organization's commitment to intra-industry relations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
86. Demonstrates a strong understanding of the organization's commitment to inter-sector relations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
87. Shows a strong understanding of the organization's commitment to intra-sector relations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
88. Demonstrates a strong understanding of the organization's commitment to inter-market relations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
89. Shows a strong understanding of the organization's commitment to intra-market relations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
90. Demonstrates a strong understanding of the organization's commitment to inter-regional relations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
91. Shows a strong understanding of the organization's commitment to intra-regional relations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
92. Demonstrates a strong understanding of the organization's commitment to inter-national relations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
93. Shows a strong understanding of the organization's commitment to intra-national relations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
94. Demonstrates a strong understanding of the organization's commitment to inter-cultural relations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
95. Shows a strong understanding of the organization's commitment to intra-cultural relations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
96. Demonstrates a strong understanding of the organization's commitment to inter-religious relations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
97. Shows a strong understanding of the organization's commitment to intra-religious relations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
98. Demonstrates a strong understanding of the organization's commitment to inter-ethnic relations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
99. Shows a strong understanding of the organization's commitment to intra-ethnic relations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
100. Demonstrates a strong understanding of the organization's commitment to inter-racial relations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
101. Shows a strong understanding of the organization's commitment to intra-racial relations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
102. Demonstrates a strong understanding of the organization's commitment to inter-linguistic relations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
103. Shows a strong understanding of the organization's commitment to intra-linguistic relations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
104. Demonstrates a strong understanding of the organization's commitment to inter-dialectal relations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
105. Shows a strong understanding of the organization's commitment to intra-dialectal relations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
106. Demonstrates a strong understanding of the organization's commitment to inter-accent relations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
107. Shows a strong understanding of the organization's commitment to intra-accent relations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
108. Demonstrates a strong understanding of the organization's commitment to inter-socioeconomic relations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109. Shows a strong understanding of the organization's commitment to intra-socioeconomic relations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
110. Demonstrates a strong understanding of the organization's commitment to inter-class relations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
111. Shows a strong understanding of the organization's commitment to intra-class relations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
112. Demonstrates a strong understanding of the organization's commitment to inter-caste relations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
113. Shows a strong understanding of the organization's commitment to intra-caste relations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
114. Demonstrates a strong understanding of the organization's commitment to inter-caste relations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
115. Shows a strong understanding of the organization's commitment to intra-caste relations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
116. Demonstrates a strong understanding of the organization's commitment to inter-caste relations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
117. Shows a strong understanding of the organization's commitment to intra-caste relations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
118. Demonstrates a strong understanding of the organization's commitment to inter-caste relations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
119. Shows a strong understanding of the organization's commitment to intra-caste relations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
120. Demonstrates a strong understanding of the organization's commitment to inter-caste relations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

END OF PROBATIONARY PERIOD (3 months from start date):

Submit Probationary Period Completion Form to new hire and Personnel File.



SOURCES
COMMUNITY RESOURCE CENTRES

Probationary Period Completion Form
SOURCES FORM 002 (REVISED 01/2019)

EMPLOYEE NAME: _____
 PROBATIONARY POSITION: _____
 DATE OF HIRE: _____
 DATE OF FEEDBACK REVIEW: _____

Please attach to officially recognize and confirm the employee's successful completion of probationary period.

Based on your performance, I am pleased to confirm that you have a permanent position of full employment. I look forward to working with you as a valued member of our team.

Congratulations on your achievement and please keep up the good work.

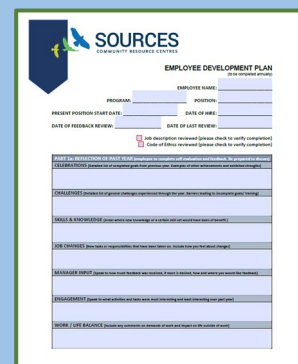
Best regards,

 Manager/Supervisor Name Date: _____

Original copy to Personnel File
 Date to be filed: _____

ONE YEAR ANNIVERSARY (and annually thereafter):

Complete Employee Development Plan and provide copies to them and personnel file.



SOURCES
COMMUNITY RESOURCE CENTRES

EMPLOYEE DEVELOPMENT PLAN
SOURCES FORM 003 (REVISED 01/2019)

EMPLOYEE NAME: _____
 PROGRAM: _____ POSITION: _____
 PROBATIONARY START DATE: _____ DATE OF HIRE: _____
 DATE OF FEEDBACK REVIEW: _____ DATE OF NEXT REVIEW: _____

Job description reviewed (please check to verify completion)
 Code of ethics reviewed (please check to verify completion)

1. Please provide a list of your current and future goals for the year. Describe how to measure your progress.

2. Describe your progress on your current and future goals for the year. Describe how to measure your progress.

3. Describe your progress on your current and future goals for the year. Describe how to measure your progress.

4. Describe your progress on your current and future goals for the year. Describe how to measure your progress.

5. Describe your progress on your current and future goals for the year. Describe how to measure your progress.

6. Describe your progress on your current and future goals for the year. Describe how to measure your progress.

7. Describe your progress on your current and future goals for the year. Describe how to measure your progress.

8. Describe your progress on your current and future goals for the year. Describe how to measure your progress.

9. Describe your progress on your current and future goals for the year. Describe how to measure your progress.

10. Describe your progress on your current and future goals for the year. Describe how to measure your progress.

11. Describe your progress on your current and future goals for the year. Describe how to measure your progress.

12. Describe your progress on your current and future goals for the year. Describe how to measure your progress.

13. Describe your progress on your current and future goals for the year. Describe how to measure your progress.

14. Describe your progress on your current and future goals for the year. Describe how to measure your progress.

15. Describe your progress on your current and future goals for the year. Describe how to measure your progress.

16. Describe your progress on your current and future goals for the year. Describe how to measure your progress.

17. Describe your progress on your current and future goals for the year. Describe how to measure your progress.

18. Describe your progress on your current and future goals for the year. Describe how to measure your progress.

19. Describe your progress on your current and future goals for the year. Describe how to measure your progress.

20. Describe your progress on your current and future goals for the year. Describe how to measure your progress.

SUPPLEMENTAL DOCUMENTS FOR SUPPORT:

- Employee Development Plan Quarterly Check-in Form
- Smart Goal Development Worksheet