

THE CORPORATION OF THE CITY OF LONDON
Human Resources & Corporate Services



PERFORMANCE REVIEW (Probation/Trial Period Report)

MANAGEMENT - PERMANENT

☐ First Report (3 months)

☐ Final Report (6 months)

CUPE 101 - PERMANENT

☐ First Report (mid probation period 35 days)

☐ Final Report (end probation period 65 days)

☐ First Report (mid trial period 35 days)

☐ Final Report (end trial period 65 days)

STUDENTS/INTERNS

☐ First Report (mid period 35 days)

☐ Final Report (end of contract)

CUPE 107 – PERMANENT

☐ First Report (mid probation period 30 working days)

☐ Final Report (end probation period 60 working days)

CUPE 107 - TEMPORARY

☐ First Report (mid season)

☒ Final Report (end of contract)

NOTE: The Probation/Trial Period Dates should be reflective of the days worked and adjusted accordingly (if employee is off on vacation, sick or leave of absence, etc.).

Name:	Caleb Stanley		
Position:	Temporary Labourer	Service Area:	Roads - Downtown
Date Started:	April 26, 2021	Probation/Trial Period Ends:	October 30, 2021

PERFORMANCE RATING DEFINITIONS:

Successful: Performance meets expectations and all requirements of the job. While there are still areas for development, there are no concerns about the individual's ability in the performance of the job.

Unsuccessful: Performance does not meet expected standards and requirements of the job. Significant improvement is needed. When this rating is given it is a warning that an employee's job may be in jeopardy if performance continues at the current level.

Needs Improving: Performance needs improving. There are areas needed for development, however no concerns about the individual at this time to learn and develop in their role.


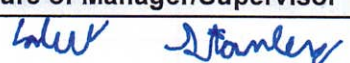
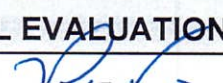
Not Applicable: Unable to evaluate the employee in this area at this time. (Please use Not Applicable below)

PERFORMANCE EVALUATION	FIRST EVALUATION			FINAL EVALUATION		
	NOT APPLICABLE (✓)	REQUIRES DEVELOPMENT (✓)	SUCCESSFUL (✓)	NOT APPLICABLE (✓)	UNSUCCESSFUL (✓)	SUCCESSFUL (✓)
Knowledge of current job, procedures, methods Understands job description. Understands the procedures and methods to effectively do the job.			✓			✓
Judgment Demonstrates logic, rationality and objectivity in decision making.			✓			✓
Leadership Builds and maintains positive relationships with peers.			✓			✓
Quality of work Meets expectations of the job.			✓			✓
Communication skills Understands tasks to be done. Asks questions to clarify instructions.			✓			✓
Co-operation with co-workers and customers Works well with others.			✓			✓
Ability to follow instruction Regularly completes tasks as per instructions.			✓			✓

In your opinion, is the employee a candidate for continued employment?			
First Evaluation	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Undecided*
Final Evaluation	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Extended*
*If Extended Please Explain Why Extension of Probation/Trial Period Timeline:			

Manager/Supervisor Comments:	
First Evaluation:	
This is Caleb's first season with the City. Effectively communicates his point of view and expectations with his co workers and his supervisor. Completes assigned tasks in a timely and efficient manner. Follows through on commitments and meets assigned deadlines.	
Final Evaluation:	
Caleb has demonstrated a positive attitude and has developed skills necessary to be successful in Roadside Operations. I'm recommending Caleb for employment for next year. Next year we will focus on exposing Caleb to other operational activities to assist in rounding out his experience.	

Employee's Comments:	
First Evaluation:	
Final Evaluation:	

FIRST EVALUATION:		
X 	Supervisor	June 18, 2021
Signature of Manager/Supervisor	Position	Date
X 		June 18, 2021
Signature of Employee		Date
FINAL EVALUATION:		
X 	Supervisor	October 20, 2021
Signature of Manager/Supervisor	Position	Date