

## OVERVIEW

UFV encourages a work environment in which employees and supervisors communicate regularly about job performance. Performance feedback should include the employee's progress toward achieving goals and objectives, recognition of individual accomplishments, and opportunities for growth. Ongoing communication helps ensure that there is a mutual understanding of job performance requirements and of the employee's success in meeting them.

Use this guide to assist you in assessing your employee's progress during the probationary period.

We recommend that you make written notes to document meetings and discussions, including:

- The date meetings take place, and who was present,
- What was discussed,
- Whether the meeting resulted in an action plan that both you and the employee have signed.

***If at any stage in the probationary period you have serious concerns about the employee's ability to meet a satisfactory standard of performance, you must contact Employee Services to determine the effective handling of these concerns.***

## TIMING FOR EVALUATION

The probationary period for Type A Staff employees is set at 1824 hours. All new appointees to staff positions will be evaluated twice during their probationary period. The first of such evaluations will occur no later than six (6) months after the initial appointment. The second of such evaluations will occur no later than 30 days before the end of the probationary period.

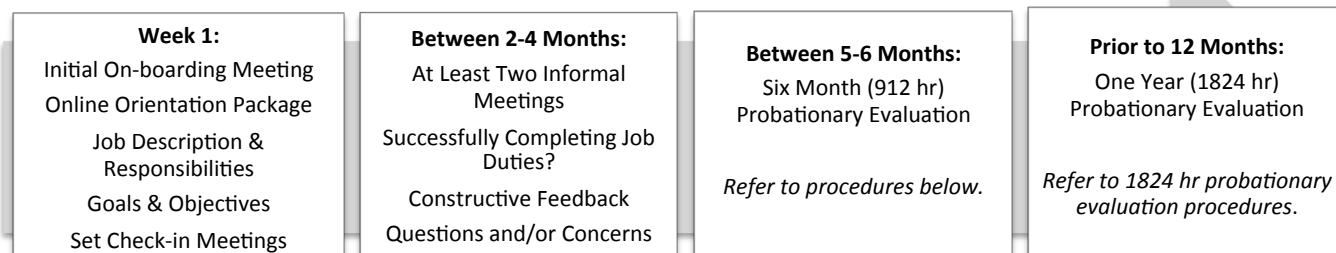
Thereafter, staff employees will be evaluated every two (2) years after completion of their probationary period. The probationary planning and review cycle begins on the employees first day of work and ends at 1824 hours (equivalent to one year 100% FT) unless there has been a formal extension of the probationary period.

**NOTE:** If your Type A staff employee has a contract less than 100% FT, any additional hours worked above the initial permanent Type A contract will contribute to the total probationary hours (1824) rendering a shorter probationary period, so long as the additional duties performed are similar in nature to the initial Type A contract

It is the supervisor's responsibility to monitor the employee's hours and to notify Employee Services of this circumstance.

## PROBATIONARY EVALUATION PROCEDURE

There are four phases in the Type A Staff probationary evaluation procedure. More details regarding these procedures and forms can be found online at [www.ufv.ca/es/Staff/Staff\\_Evaluation](http://www.ufv.ca/es/Staff/Staff_Evaluation).



## **WEEK 1**

Within the first week, we request that you set up an informal meeting as part of the on-boarding of your new employee. Introducing a new employee to the workplace would normally be done by the exempt supervisor. You will want to ensure that your probationary period employee understands the following:

- General expectations for working at UFV and in your area, specific department policies, and UFV-wide policies including the Collective Agreement (hardcopy or link).
- Duties of the position, including
  - Reviewing the job description, and any core duties to focus on for the first month(s),
  - Ensuring the employee has the required tools to do the job,
  - Reviewing the goals and objectives for your department as a whole.
- How you and the employee are going to support and document his/her progress throughout the probationary period.

## **BETWEEN 2-4 MONTHS**

Between 2-4 months, we request that you set up at least two informal meetings. In preparing for these meetings you should consider whether the employee is on track to pass probation. In preparing for these meetings, you may consider the following:

- Are the job duties being successfully completed? You should be specific in your examples, both positive and corrective.
- Do both you and the employee feel you are providing constructive feedback?
- Do you or the employee have questions and/or concerns to discuss?
- How will you and the employee each know any concerns have been resolved?

## **BETWEEN 5-6 MONTHS**

As the exempt supervisor, complete the **912 Hour Probationary Review Form** and arrange a meeting to review this document with the employee. This meeting should take place **no later than six months (912 hours)** after the employee's initial appointment. You should request that the employee come prepared to discuss and reflect on their progress during the first five months.

As the exempt supervisor, you should consider the following areas:

- Are the core job duties being successfully completed?
- Has the employee made satisfactory progress towards fully functioning in all aspects of the position?
- Has the employee settled into the team or the department well?
- If applicable, have areas of concern been brought to a satisfactory standard?

Once reviewed, return the signed **912 Hour Probationary Review Form** to Employee Services.

- This document must be signed off by the exempt supervisor and the employee.
- You must file this document in the employee's personnel file in Employee Services. You should keep a copy for your own records but the employee's personnel file is the only official UFV file.

## **PRIOR TO 12 MONTHS (1824 HOURS)**

You must begin the final, summative probationary evaluation processes for the employee. You can expect to be contacted by Employee Services to initiate the colleague feedback process at 9 months.

**It is your responsibility to ensure this process is completed at least 30 days before the end of the probationary period. Employees whose evaluations are not completed within 30 days prior to the completion of 1824 hours are deemed to have passed probation.** (If your employee is not attending to work when this evaluation is due, you must contact Employee Services to determine the correct procedure.)

You will be asked to complete the following:

1. List of persons from which evaluation feedback should logically be sought. You must ask the employee to review this list and to suggest other persons also in a position to offer appropriate concrete feedback on the employee's performance. You are responsible for sending the finalized list to Employee Services.
2. List of 8-10 current job duties or responsibilities that the employee will be evaluated on (job description will be provided).

Once Employee Services receives the above noted information, we will distribute the online evaluation and the final collated data will be returned.

In advance of receiving the collated feedback, you should begin preparing the summative evaluation for this employee. Once you have the collated material from those asked to provide feedback, you must consider how this material supports or alters your decision keeping in mind that you must make a reasoned and supported decision either to recommend this employee to your Vice President for continuing appointment or to terminate the employment relationship between UFV and this employee.

For more information and complete procedures regarding the 1824 Hour Probationary Evaluation Review, please visit: [www.ufv.ca/es/Staff/Staff\\_Evaluation](http://www.ufv.ca/es/Staff/Staff_Evaluation) .