

BCIT Probationary Management Employee Performance Review

Employee Name _____ Employee Number _____

Position Title _____

Department _____ Work Unit _____

Name and Title of Evaluator _____

Period Covered by This Evaluation From: _____ To: _____
Month/Year Month/Year

Purpose: To establish performance expectations and to document performance at the 6 month point of the probationary period.

PURPOSE:

- To provide on-going, objective criteria for performance that is aligned with BCIT's *Performance Management* process for the management group.
- To establish on-going communication and feedback to new management employees.
- To document specific achievements during the first six months in the position in support of any recommended salary adjustment in accordance with **Salary Administration Policy, Section 5 Management Terms and Conditions.**

PROBATIONARY OBJECTIVES/GOALS:

What are the key goals for this individual for the initial six-month period?

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

RESULTS:

Overall, how did the individual perform relative to these goals during this review period?

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

1. Provide examples of specific achievements and accomplishments during the review period.

2. Describe performance strengths and provide examples of situations where these strengths were demonstrated.

MANAGER'S COMMENTS AND SIGNATURE:

I have discussed this evaluation with the employee:

Supervising Manager

Date

I endorse the above evaluation:

Senior Manager

Date

EMPLOYEE'S COMMENTS AND SIGNATURE:

The supervising manager has discussed this evaluation with me.

Employee

Date

Forward completed performance review, marked **Personal & Confidential**, to the Manager, Compensation & Benefits, Human Resources.

BCIT Management Salary Adjustment

Employee Name _____ Employee Number _____

Position Title _____

Department _____ Work Unit _____

Name and Title of Manager _____

Salary adjustment for the review period: _____ to _____

Annual Performance Review (Management Terms and Conditions, Section: 5.5.2)

Annual Performance Review Assessment:

Marginally Achieving Performance Plan	<input type="checkbox"/>	2% Increase
Fully Achieving Performance Plan	<input type="checkbox"/>	4% Increase
Exceeding Performance Plan	<input type="checkbox"/>	6% Increase

6 Month Probationary Review (Management Terms and Conditions, Section: 5.5.1), 2 % Increase

Please provide rationale to support this increase:

Approvals:

Supervising Manager

Date

Forward completed Salary Adjustment Form with associated performance review, marked **Personal & Confidential**, to the Manager, Compensation & Benefits, Human Resources.