

# 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, Total Compensation, 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, Total Compensation, Human Resources.