

**BCIT Management and Excluded Group
Performance Review for Probationary Employees**

Employee Name _____ Employee Number _____

Position Title _____

Department _____

Name and Title of Evaluator _____

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

PURPOSE:

- To develop and discuss performance expectations during onboarding activities and to provide on-going, objective criteria for performance that is aligned with BCIT's performance management process for the Management and Excluded group.

6 MONTH 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. 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:

My manager has discussed this evaluation with me.

Employee

Date