PROBATIONARY EMPLOYEE PERFORMANCE EVALUATION FORM

Name of employee:__________________  Directorate:____________________________________

Job Title:__________________________  Line Manager/Director:____________________________

Probation end date:______________________________________________________________

N.B. Review interval: Twice within probationary period

Please initial each page!!

SECTION A: TO BE COMPLETED BY EVALUATOR

Indicate the evaluation of the employee's job performance by using the following assessment scale.

Assessment definitions

<table>
<thead>
<tr>
<th>Rating</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Consistently exceeds the required standard of performance</td>
</tr>
<tr>
<td>4</td>
<td>Significantly higher than the required standard of performance</td>
</tr>
<tr>
<td>3</td>
<td>Fully meets the required standard of performance</td>
</tr>
<tr>
<td>2</td>
<td>Below the required standard of performance</td>
</tr>
<tr>
<td>1</td>
<td>Does not meet the required standard of performance</td>
</tr>
</tbody>
</table>

Employee Initial: ____________  Line Manager Initial: ____________

Probation Form
Status: Approved
Date: 2013-03-15
File Reference:
1 **QUALITY OF WORK**  
The extent to which the employee accomplishes assigned work of a specified quality within a specified time period.

Please elaborate:

_____________________________________________________________________
_____________________________________________________________________

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2 **QUALITY OF COMPLETED STAFF WORK**  
The extent to which the employee’s work is well executed, thorough, effective, accurate.

Please elaborate:

_____________________________________________________________________
_____________________________________________________________________

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3 **KNOWLEDGE OF JOB**  
The extent to which the employee knows and demonstrates why the work is done, given the employee’s length of time in his/her current position:

Please elaborate:

_____________________________________________________________________
_____________________________________________________________________
## 4 RELATIONS WITH SUPERVISOR
The manner in which the employee responds to supervisory directions and comments.

Please elaborate:

________________________________________________________________________
________________________________________________________________________

## 5 COOPERATION WITH COLLEAGUES - INTERPERSONAL SKILLS
The extent to which the employee gets along with other individuals. Consider the employee's tact, courtesy, and effectiveness in dealing with co-workers, supervisors, and customers.

Please elaborate:

________________________________________________________________________
________________________________________________________________________

## 6 COMMUNICATIONS
The extent to which the employee understands verbal and written communication in English. Please also comment on listening skills, writing, verbal and presentation skills.

________________________________________________________________________
________________________________________________________________________

## 7 ATTENDANCE AND RELIABILITY
The extent to which employee arrives on time and demonstrates consistent attendance; the extent to which the employee contacts supervisor on a timely basis when employee will be late or absent.

Please elaborate:

________________________________________________________________________
________________________________________________________________________
8 **INITIATIVE AND CREATIVITY**
The extent to which the employee is self directed, resourceful and creative in meeting job objectives; consider how well the employee follows through on assignments and modifies or develops new ideas, methods, or procedures to effectively meet changing circumstances.

Please elaborate:

________________________________________________________________________

________________________________________________________________________

9 **CAPACITY TO DEVELOP**
The extent to which the employee demonstrates the ability and willingness to accept new/more complex duties/responsibilities.

Please elaborate:

________________________________________________________________________

________________________________________________________________________
### SECTION B: TO BE COMPLETED BY EVALUATOR

1. **Does this employee demonstrate the expertise and general skill level you expected based on the job requirements?**
   
   **Yes**  **No**
   
   If no, in what way does this employee’s performance differ from your expectations?

   __________________________________________________________________________

   __________________________________________________________________________

   __________________________________________________________________________

2. **Do you consider this employee to be making progress appropriate to his/her length of employment?**
   
   **Yes**  **No**
   
   If no, please describe the areas that need improvement?

   __________________________________________________________________________

   __________________________________________________________________________

   __________________________________________________________________________

3. **Have you made arrangements for the employee to receive additional training?**
   
   **Yes**  **No**
   
   If yes, what training? Where conducted?

   __________________________________________________________________________

   __________________________________________________________________________

   __________________________________________________________________________

4. **Have you spoken to the employee about areas of concern at any time other than during this probationary review?**
   
   **Yes**  **No**
   
   If yes, what was the employee’s reaction to the discussion?

   __________________________________________________________________________

   __________________________________________________________________________

   __________________________________________________________________________
5. What goals have you and this employee set for the next few weeks/months on the job?

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

6. Does it seem probable that this employee will satisfactorily complete the probationary period?

Yes  No

If no, please explain.

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

7. Recommended action

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________
SECTION C: TO BE COMPLETED BY EMPLOYEE

1. Did you undergo a formal HR orientation?  
   Yes  No  
   Was your formal HR orientation session helpful?  
   Yes  No

   Please elaborate?
   _________________________________________________________________
   _________________________________________________________________
   _________________________________________________________________

2. Did you undergo a formal directorate orientation  
   Yes  No  
   Was your formal directorate orientation helpful?  
   Yes  No

   Please elaborate?
   _________________________________________________________________
   _________________________________________________________________
   _________________________________________________________________

3. Are you starting to feel comfortable in your new job?  
   Yes  No  
   If no, what can be done to help you feel more comfortable?
   _________________________________________________________________
   _________________________________________________________________
   _________________________________________________________________

4. Did you receive a job description?  
   Yes  No

   Is the job you are doing different from what was described to you, either verbally or on your job description?  
   Yes  No
   If yes, in what way does it differ?
   _________________________________________________________________
   _________________________________________________________________

Employee Initial: __________       Line Manager Initial: __________
5. Do you feel that you have the knowledge/skills to be proficient at your job?  
   Yes  
   No  
   If no, what additional support or training do you feel you need to become proficient?  
   ____________________________________________  
   ____________________________________________  
   ____________________________________________  

6. Has your supervisor spoken with you about your progress to date?  
   Yes  
   No  
   If yes, what was the outcome?  
   ____________________________________________  
   ____________________________________________  
   ____________________________________________  
   ____________________________________________  

SECTION D: GENERAL COMMENTS

1. Employee comments (please include date; attach additional paper if necessary):  
   ____________________________________________  
   ____________________________________________  
   ____________________________________________  

2. Evaluator comments (please include date; attach additional paper if necessary):  
   ____________________________________________  
   ____________________________________________  

Employee Initial: ____________  
Line Manager Initial: _________  
Probation Form  
Status: Approved  
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RECOMMENDATION to be completed only at last evaluation before end of probationary period:

I recommend that this probationary employee be permanently employed by SAQA.

I recommend that the probationary period be extended by ..... months.

NB. Very specific and measurable outputs/targets must be defined for the employee to meet over the period of extension of the probation.

I do not recommend that this probationary employee be permanently employed by SAQA and that termination of contract procedures be instituted.

Comments to Evaluator and Employee. Evaluators should discuss the evaluation results with the employee. Employees must always be given a copy of the evaluation for their own records. Both the evaluator and the employee should sign the evaluation form. Both the employees and the evaluator are strongly encouraged to include written comments.

1ST ASSESSMENT

Evaluator Signature and Date ____________________________
Employee Signature and Date ____________________________

2nd ASSESSMENT

Evaluator Signature and Date ____________________________
Employee Signature and Date ____________________________

CONFIRMATION OF APPOINTMENT

Recommendation as above by Director

__________________________  ____________________________
Director’s Signature        Date

Confirmation of the permanent appointment of the probationary employee is hereby approved/not approved.

__________________________  ____________________________
DCEO /CEO                   Date

Employee Initial: ____________ Line Manager Initial: ____________