



Employee Probation Evaluation Form for BC Staff

Employee Name: _____ Empl ID: _____

Job Title _____ Department: _____ Start Date: _____

Please check: Exempt Staff Non Exempt Staff

If not recommending staff for continued employment, please contact your assigned HR Officer immediately to discuss the details of the termination.

COMPETENCY PROFILE

| Competency Areas | N/A | Does Not Achieve Expectations | Partially Achieves Expectations | Meets Expectations |
|---|-----|-------------------------------|---------------------------------|--------------------|
| Communication Presentation, verbal written, relationship building, & negotiating meets needs of audience and/or situation | | | | |
| Applying Technology Learns and uses technology applications that improve productivity | | | | |
| Productivity Plans & organizes work effectively; accepts accountability for performance and results | | | | |
| Openness to Change Initiates/incorporates new work methods, processes & technology | | | | |
| Customer Focus Understands role of "customers" in BC environment and works to build win-win relationships | | | | |
| Decision Making/Problem Solving Reaches decisions & exercises good judgment based on balanced consideration | | | | |
| Big Picture Perspective Demonstrates understanding of BC mission, structure, culture & constituencies | | | | |
| Team Work Works well with others in variety of settings, and balances responsibilities with interests of team | | | | |
| Interaction with Others/Valuing Diversity Promotes an environment that values diversity & appropriate behaviors | | | | |
| Continuous Learning Keeps current with new work methods, skills and technologies | | | | |
| People Development Helps create work environment that promotes development | | | | |

Recommended for continuous employment: Yes No Probation extended to: _____

HR Liaison / Manager Name _____

Date Completed _____



BOSTON COLLEGE
DEPARTMENT OF HUMAN RESOURCES

Employee Probation Period for BC Staff

The first six (6) months of employment for professional/administrative employees and the first four (4) months for office/clerical and service employees are considered a probationary period. During the probationary period, managers must regularly monitor and assess work performance and provide feedback in order to determine whether or not to continue the employee's employment status. Consult with the HR Officer throughout the employee's probationary period to ensure timely notices in writing, and at least 30 days prior to the end of the employee's probation period, if contemplating termination.

A new employee who does not perform satisfactorily according to University standards and/or does not conform to the terms and conditions of employment at Boston College may be terminated after the employee has been given notice in writing.

Guidance for Completing the Probation Form

- **Meets Expectations** – recommend for continued employment
- **Partially Achieves Expectations** – if an employee receives a 'partially achieves expectations' evaluation, it is recommended that the employee's probation period be extended; typically three months
- **Does Not Achieve Expectations** – if an employee does not achieve expectations in two (2) or more competency areas, continued employee may not be recommended

Send the completed probation form to your assigned HR Officer.