



Comprehensive Evaluation Form for SCFA Employees

INSTRUCTIONS FOR USE OF THIS DOCUMENT

This form will normally be completed at the end of the first year for short-term employees and regular employees in their first (probationary) year. If the results are satisfactory, it will be used every five years thereafter in accordance with Article 7.8.1 and 7.8.2 of the SCFA Collective Agreement. It may also be completed, in accordance with Article 7.7, at the request of the President or the employee. For each category below please comment on areas of strength and/or areas that may need improvement.

EMPLOYEE NAME: _____ DEPARTMENT: _____
PERIOD OF COMPLETED EVALUATION: _____ EVALUATOR: _____

1. BRIEF OVERVIEW OF DUTIES

2. DUTIES AND RESPONSIBILITIES

3. GENERAL EXPECTATIONS

4. OTHER SERVICE TO COLLEGE

5. PROFESSIONAL DEVELOPMENT

6. EVALUATION SUMMARY

CHECK APPROPRIATE BOX:

FOR CONTINUOUS EMPLOYEES

- Comprehensive Evaluation – satisfactory and no further action required.
- Comprehensive Evaluation – satisfactory and further action is recommended. Details attached.
- Comprehensive Evaluation – unsatisfactory and at least one of the following is required (where appropriate).
 - action plan
 - probation recommended

FOR INDIVIDUALS ON A PROBATIONARY APPOINTMENT

<input type="checkbox"/> Comprehensive Evaluation Satisfactory	<input type="checkbox"/> Comprehensive Evaluation Unsatisfactory – No further Offer of Employment
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REMEMBER TO AFFIX RELEVANT DETAILS TO THIS DOCUMENT.

Signature: _____
School Chair / Department Head

Date: _____

Employee Response to Appraisal:

The appraisal has been discussed with me.

Signatures: _____
Employee

_____ *Date*

_____ *School Chair/Department Head*

_____ *Date*

_____ *Dean*

_____ *Date*