



Peguis
FIRST NATION

Staff Probation Assessment Form

Format No: PFN-HR-15

Eff. Date: January 22, 2026

Name	Department	Position	Start Date				
Assessment Items							
Standard	100-80 Scores	79-60 Scores	59-49 Scores	Below 49	Score	Weighted Score	
Work Skill 25%	Demonstrates excellent work skills. Proactively solves problems, consistently exceeding expectations.	Work skills meet job requirements. Resolves general problems with moderate efficiency, but may require occasional guidance.	Work skills are adequate but often struggle to address issues effectively. Needs regular supervision and support to resolve problems.	Work skills are insufficient and frequently result in issues. Requires significant supervision and often causes disruptions or delays.		0	
Work Quality 25%	Consistently produces high-quality work with great attention to detail, consistently exceeding expectations.	Meets the expectations for work quality. Completes tasks as assigned with adequate attention to detail, requiring minimal supervision.	Work is sometimes careless, with occasional issues or errors. Requires additional time or guidance to meet quality work.	Work quality is below expectations, often sloppy or incomplete. Frequent errors, requiring substantial oversight.		0	
Work Attitude 25%	Consistently shows a proactive and positive work attitude. Takes initiative & completes tasks without reminders of supervisor.	Demonstrates a responsible work attitude. Complete tasks assigned by the supervisor on time and meets the required standards.	Work attitude is inconsistent. Occasionally displays reluctance toward assigned tasks and barely meets expectations.	Frequently exhibits a passive & disengaged attitude towards work. Tasks are often delayed, requiring constant supervision.		0	
Employee Discipline 15%	Consistently adheres to Peguis rules & regulations. Maintains punctuality, completes work on time, and never delays tasks for personal reasons.	Has received a verbal warning from department supervisor or director for minor violations of Peguis policies or regulations.	Has received a written warning for violating Peguis policies or regulations. Needs improvement in following workplace policies.	Demonstrates a pattern of repeated violations, including verbal and written warnings, indicating a lack of commitment to organizational standards and policies.		0	
Team Spirit 10%	Actively collaborates with team members, consistently prioritizing the PFN's interests & fostering a positive team work.	Effectively coordinates with the team to accomplish tasks. Demonstrates a cooperative attitude and contributes to team goals.	Shows a limited sense of teamwork. Coordination and cooperation are inconsistent, often prioritizing personal concerns over team success.	Lacks teamwork and consideration for others. Frequently disregards team goals and fails to contribute effectively to collaborative efforts.		0	
Total Score						0	
Comprehensive comment							
		Direct assessor (Signature)		Date :			
Conclusion		Probation Qualified <input type="checkbox"/>		Probation Extended <input type="checkbox"/>		Probation Unqualified <input type="checkbox"/>	
Employee (Signature)	Supervisor Signature (Optional)	Department Director	HR Director	COO/CAO/CFO			
Instruction	<p>1. Director/Supervisor should assign scores to each assessment item based on the provided scoring table, considering the employee's performance.</p> <p>2. Once the score is determined, input a number between 0 to 100 in the score column. The weighted score will be automatically calculated based on the weightage percentage of each standard.</p> <p>3. The total weighted scores will determine the probationary outcome:</p> <ul style="list-style-type: none"> - Less than 60 points: Probationary termination. - 60–70 points: Probation period will be extended. - More than 70 points: Successful completion of the probation period. 						