

Competency Areas	N/A	DoesNot Achieve Expectations	Partially Achieves Expectations	Meets Expectations
Communication Presentation, verbal written, relationship building, & negotiating meets needs of audience and/or situation				

## 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/clean 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.