

## APPENDIX G: FORMAL EVALUATION: MEMBERS OF CUPE 2626

*This form is to be used when a Formal Evaluation is required pursuant to 16.6.1 of the collective agreement.*

<b>1.</b>	Employee's Surname:	Given Name:	Empl. No.:
<b>2.</b>	Nature of the appointment and work being evaluated ( <i>e.g. teaching assistant for ABC 1000; corrector for DEF 2000; research assistant for project on gerontology</i> ):		
<b>3.</b>	Date work began:	Date of the Evaluation:	
<b>4.</b>	Please check the appropriate box. You may add comments if you choose a) or b); you <b>must</b> add specific information in the <i>Comments</i> section if you choose c), d) or e).		
	<b>a)</b> The performance is excellent, that is, all the requirements are being met and the quality of the performance exceeds expectations.		
	<b>b)</b> The performance is satisfactory, that is, all the requirements are being met and the quality of the performance meets expectations.		
	<b>c)</b> The performance is satisfactory, but one or more minor deficiencies exist and should be corrected ( <i>complete the Comments section below</i> ).		
	<b>d)</b> The performance is seriously deficient, and the deficiencies must be corrected prior to the next informal evaluation but no discipline is recommended ( <i>complete the Comments section below</i> ).		
	<b>e)</b> The performance is seriously deficient, and discipline is recommended ( <i>complete the Comments section below</i> ).		
<b>5.</b>	<b>Comments</b>		
	<i>(Additional comments, if any, should be appended on a separate sheet).</i>		
	<i>Pursuant to 16.6.3 of the CUPE collective agreement, I have "given a copy of this formal evaluation" to the employee, and I have given the employee "an opportunity to discuss the results" with me before having the evaluation placed in the employee's file.</i>		
	<b>Name of the person carrying out the Formal Evaluation (please print):</b>		
	<b>Signature:</b>	<b>Date:</b>	

**Please return a copy of this evaluation to the Employee and the appropriate authority so that it may be included in the employee's personal file.**