For probationary period rejection recommendations follow the guideline/template below. Specific details and documented oversight are required to support the recommendation.

Similar to disciplinary action there are three areas we have identified:

* Work performance (examples: safety violation; failure to follow policy or procedure) and/or
* Attendance (examples: excessive unpaid unapproved time off; tardy; not working during work hours) and/or
* Conduct (examples: poor attitude; inappropriate language, insubordination)

Email the following template, complete with documentation, to your Partner Resources Employee Relations Manager. Reach out if you have questions or would like assistance.

Subject: Recommendation for Probationary Period Rejection for XXX

XXX has been employed as XXX at XXX since DATE. XXX’s principal duties are to XXX and XXX at the XXX.

XXX has not met the overall performance requirements related to XXX and XXX for this position.

At time of hire XXX was given XXX as training in preparation for their work. Training has continued in the form of XXX and XXX since their hire. Despite this we have seen ongoing problems with their work in the form of XXX, XXX and XXX.

Below is a list of concerns and incidents in the time they have been with us.

Summary of Addressing Performance:

Concern and/or Incident and date

Conversation with Employee and date

Employee response to concern and/or incident

Expectation for employee

Each of these incidents has been followed by careful coaching and further training by myself, XXX, XXX and XXX. In addition, we have provided checklists and specific feedback for XXX

Despite our efforts to provide training and guidance to XXX they have shown minimal progress towards being able to perform the duties of this position independently. I am therefore recommending that their employment be terminated during the probationary period.