IATSE Local 26 Probationary Referents Process

Probationary Referents are referents who have filled out the Application for Referral, all federal, state and local tax forms and the referral fee agreement but have not fulfilled the requirements for any other list. Referents shall remain on the probation list for a minimum of ten (10) calls. While on probation referents may be removed from the Referral list for any work or work site behavior that does not meet the standards outlined in the Referral Procedure.

During the course of their probationary period Probationary Referents will also complete the following:

1. Local 26 New Hire Orientation
2. A minimum of ten (10) satisfactorily Job Performance Evaluations
    a. **Referents are responsible for obtaining and tracking their own evaluations.**

    b. Probation Evaluation forms are available at the Local's office or website https://www.iatse26.org/evaluation-form/.

    c. Job Evaluation Forms older than twelve (12) months shall be discarded.

    d. The Executive Board may ask for additional Job Evaluations to be completed by an Executive Board member or duly appointed representative for applicants with negative evaluations or other just cause.

    e. If the Executive Board does not approve an applicant, they will be removed from the referral list and will no longer be eligible for job referrals via this referral procedure. An applicant may fail probation prior to receiving ten (10) Job Evaluations due to negative reports, lates, no shows, or other just cause.

    f. The Executive Board will review those forms and determine if the probationary applicant is qualified to continue receiving calls or should be dropped from the Probationary Referral List.

3. Requirements of Evaluators:

    a. A department head or duly appointed union representative at the venue where the probationary applicant is sent on job referral will evaluate the applicants' performance and submit a completed Job Performance Evaluation Form to the Executive Board.

    b. Evaluator must work directly with or oversee the department of the person being evaluated.

    c. Evaluator may not be a family member of the person being evaluated.

    d. Evaluator may not complete more than two evaluations for the same person.

    e. A person can only be evaluated once per shift.

**Please refer to the IATSE Local 26 Referral Procedure for full requirements of placement.*

I.A.T.S.E. Local 26
West Michigan Stagehands
Probationary Worker Evaluation

Referent: _____ Evaluation Date: _____

Attraction: _____ Call Time:_____

Department: _____ Evaluator: _____

Check boxes that best describes this Referent. Please answer honestly and accurately with any comments you can add to help us evaluate the Referent.

Safety Rules
- ☐ Disregards rules
- ☐ Follows most rules
- ☐ Very safety conscious

Hygiene
- ☐ Poor
- ☐ Acceptable
- ☐ Always neat and presentable

Attire
- ☐ Does not dress for the job
- ☐ Wears proper work clothes

Communication
- ☐ Does not easily understand directions
- ☐ Understands some directions
- ☐ Almost always understands

Tools
- ☐ Empty handed
- ☐ Has some tools
- ☐ Has all necessary tools
- ☐ Brings more than needed

Attitude
- ☐ Resentful/Entitled/Uncooperative
- ☐ Acceptable
- ☐ Cooperative

Prior Technical Knowledge
- ☐ Very Little
- ☐ Average
- ☐ High
- ☐ Extremely High

Responsibility/Aware of Surroundings
- ☐ Unconcerned/Lackadaisical
- ☐ Acceptable
- ☐ Very Dependable

Initiative
- ☐ Room for improvement
- ☐ Average
- ☐ Help keep job moving

Use of Working Time
- ☐ Frequently loafs
- ☐ Fairly productive
- ☐ Always stays busy

On a scale from 1 to 10, ten being the highest, how would you rate the Referents performance on the call? _____

Do you think the Local would benefit from this Referent being placed on the D list? Yes or No

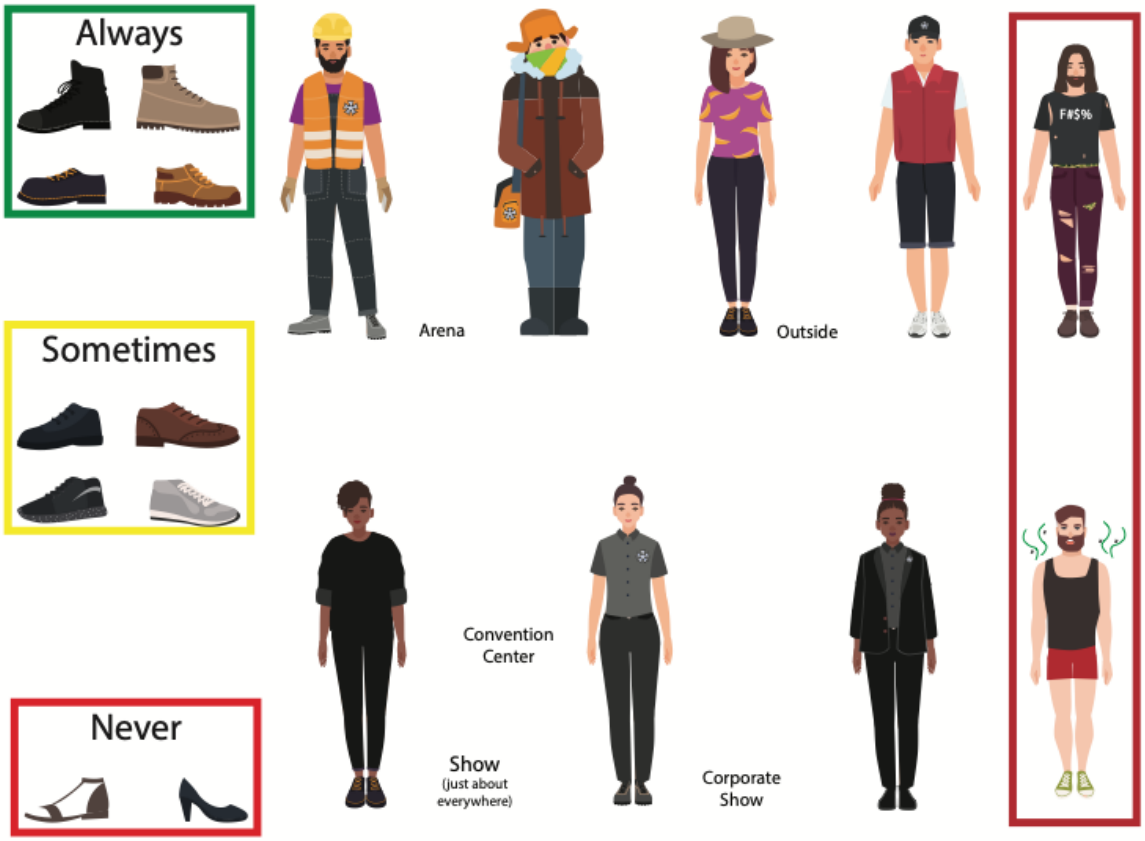
Evaluator Comments:

Referent Probation Log

Referent Name _____

Call #	Date	Call Name	Location	Reviewed By
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

Use this form to track who is filling out your probation reports.
Have the person filling out your review form fill in the information for the call number form you give them.
Periodically notify the Locals office of the calls you are being reviewed on.
DO NOT have the same person review your calls more than two (2) times.



For safety and professional appearance reasons Local 26 has adopted the following dress code. There may be specific dress code requirements for specific companies, calls, and venues. Any referent not wishing to comply must refuse the call. Not complying with the dress code requirements may be cause for replacement on a call.

1. Referents' clothing and appearance should reflect a modest and professional presentation at all times.
2. Referents must maintain clean hygiene and grooming. No excessive cologne, perfume, aftershave, or scented oils or lotions.
3. If a referent is dealing with Talent, smoking and/or the smell of smoke is often considered a nuisance. Every attempt should be made to remove the smell of smoke from the referent's person before interaction.
4. Long hair must be restrained for the referent's safety.
5. Low Heeled closed toed shoes only.
6. No torn, frayed, stained, or dirty clothes.
7. No sleeveless shirts including tank tops.
8. No dangerous or dangling jewelry.
9. No offensive or insulting graphics, slogans, or language on clothing.
10. Shorts are only allowed in certain venues under certain circumstances, however no short shorts or cutoffs.