

Report of Performance for Probationary Support Staff Confidential Employee

Final

Return to Human Resources before

First Second

Other **From**

to

Employee Full Name				Position		Division/Department	Date of Ap	ppointment	
Not Satisfactory	Satisfactory	Above Satisfactory	SECTION A Rate only those factors that apply to this position. Immediate supervisor must check each appropriate factor in the proper columns. Additional factors may be added as appropriate.	Not Rated	SECTION B: Record Job STRENG rating is above satisfactory.	GTHS and superior performance inciden	.ts. Must be	completed if	
			2. Attendance						
			3. Public contacts					•	
			4. Employee contacts		SECTION C: Record specific work performance DEFICIENCIES or job behavior requiring improvement or correction. <i>Must be completed if rating is unsatisfactory.</i>			ing	
			5. Communication with others		improvement or correction. W	ust be completed if rating is unsutisfacto	Jry.		
			Knowledge of work						
			7. Work judgments						
			8. Planning and organizing						
			9. Job skill level						
			10. Quality of work						
			11. Acceptable work volume						
			12. Meeting deadlines						
		-	13. Accepts responsibility		SECTION D: Record specific GO	ALS or IMPROVEMENT PROGRAMS to I	oe undertake	n during the	
		-	14. Accepts direction		next evaluation period.		re undertake		
			15. Operation and care of equip.						
			16. Initiative and creativity						
			17. Learning ability						
			18. Work station appearance						
			19. Safety practices	_					
			20. Accepts change						
			21. Effectiveness under stress						
			22.						
			23.		SECTION E: Do you recommend	d retention or termination at this time?	,		
	24.				Retent	rion	Termination		
	Fo	r en	nployees who supervise others	1	_				
			25. Work coordination		If you recom	mend retention , do you have reservatio	ns? Ye	es No	
<u> </u>			26. Planning and organizing	+	SECTION F: The last position de	escription on file in this office is dated:			
<u> </u>			27. Scheduling and coordinating	+		Is this description still accura	te? Ye	es No	
			28. Training and instructing	+					
			29. Productivity	+	We have no position description for this position				
			30. Evaluating subordinates	+	SECTION G: Overall Performan	ce Rating			
<u> </u>			31. Judgments and decisions32. Leadership skills	+	Not Satisfactory	Satisfactory	Abov	ve Satisfactory	
			SZ. LEQUEISHIP SKIIIS		···· ,		-	1	

I certify this report represents my best judgment.										
	Name	Title	Signature	Date						
Rater										
Appropriate Administrator										
Employee: I certify this report has been discussed with me. I understand my signature does not necessarily indicate agreement.										
Comments										

Once complete, please make a copy for your records and the employee before sending the original to Human Resources.