

## 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.		
			<ol><li>Knowledge of work</li></ol>						
			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 <b>retention</b> , 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>			<ul><li>31. Judgments and decisions</li><li>32. Leadership skills</li></ul>	+	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.