



CSEA-REPRESENTED EMPLOYEE

PROBATIONARY PERIOD EVALUATION REPORT

Employee Name _____ Title _____

Supervisor Name _____ Title _____

Due Date _____ Period: _____

THIS REPORT IS TO BE COMPLETED BY THE EMPLOYEE’S IMMEDIATE SUPERVISOR

PROCEDURE: The supervisor has the discretion to declare the probationary term to be satisfactorily completed at any time after the completion of the minimum time period or on or before the maximum time period.

If the conduct or performance of a probationer is not satisfactory: (1) Employment may be terminated any time after 8 weeks or before completion of the maximum period of probation; (2) The employee must be notified in writing of the decision to terminate two weeks in advance; (3) If the employee is in a promotional title and on leave of absence from a lower graded line, contact with the former department is recommended.

It is essential that the supervisor: (a) review the contents of the evaluation with the employee; (b) sign and date the form; (c) have the employee sign and date the form; (d) give the employee a copy of the Evaluation Report; (e) return the original to Human Resources by the due date.

DEFINITIONS:

OUTSTANDING: The employee’s performance clearly is exceptional in comparison with expectations, thereby causing the employee to stand out above others in the work unit. Performance consistently exceeds expectations for all tasks. The employee can be relied upon to perform the most difficult tasks and has made exceptional contributions to the work of the work unit or agency.

HIGHLY EFFECTIVE: The employee always meets and frequently exceeds performance expectations for all tasks. The employee is performing better than expected for many of the tasks and is recognized as a particular asset to the work unit.

EFFECTIVE: The employee generally meets performance expectations for all tasks and performs in a good, competent manner. This is the expected and usual level of performance for most employees.

NEEDS IMPROVEMENT: The employee meets performance expectations at a minimally acceptable level. Some tasks may require extra direction by the supervisor, or the supervisor may find it necessary to avoid assigning the more difficult tasks to the employee.

UNSATISFACTORY: The employee clearly does not meet performance expectations for one or more tasks, not even at a minimally acceptable level. The employee requires extra direction, or the supervisor finds it necessary to avoid assigning normal tasks to the employee. There is need for immediate and significant improvement in performance.

QUALITY/QUANTITY OF WORK: The extent to which the employee's work performance meets the department's standards, work is accurate, sufficient, complete, meets all deadlines, and listens to and follows instructions.

_____ Outstanding
_____ Highly Effective
_____ Effective
_____ Needs Improvement
_____ Unsatisfactory

SUPERVISORY SKILLS: (if applicable) The extent to which the employee demonstrates supervisory responsibilities. Is the employee's leadership accepted? Does the employee inspire confidence? Are the employee's communication skills effective?

_____ Outstanding
_____ Highly Effective
_____ Effective
_____ Needs Improvement
_____ Unsatisfactory

WORK HABITS, RESOURCEFULNESS, INTEREST:
The extent to which the employee demonstrates the ability to plan and to organize work. Can employee perform without detailed instruction? Pitch in on emergencies? Has employee learned new duties quickly?

_____ Outstanding
_____ Highly Effective
_____ Effective
_____ Needs Improvement
_____ Unsatisfactory

ATTENDANCE AND DEPENDABILITY: The extent to which the employee arrives on time and demonstrates consistent attendance. Does employee advise supervisor appropriately to request leave? Is employee willing to work additional time when requested?

_____ Outstanding
_____ Highly Effective
_____ Effective
_____ Needs Improvement
_____ Unsatisfactory

CAPACITY TO DEVELOP: The extent to which the employee demonstrates the ability and willingness to accept new/more complex duties/responsibilities.

_____ Outstanding
_____ Highly Effective
_____ Effective
_____ Needs Improvement
_____ Unsatisfactory

INITIATIVE AND CREATIVITY: The extent to which the employee is self-directed, resourceful and creative in meeting job objectives; consider how well the employee follows through on assignments.

_____ Outstanding
_____ Highly Effective
_____ Effective
_____ Needs Improvement
_____ Unsatisfactory

<p>SUMMATIVE RATING: (considering each topic)</p> <p>_____ Satisfactory _____ Unsatisfactory</p>	<p>RECOMMENDATION:</p> <p>_____ employee be made permanent *only for final evaluation _____ Probation be continued _____ Employee be terminated</p>
---	--

SUPERVISOR COMMENTS (if necessary):

Supervisor's Signature: _____ Date Signed: _____

Supervisor's Supervisor's Signature: _____ Date Signed: _____
(Optional)

Employee's Signature: _____ Date Signed: _____
(Employee's signature does not necessarily signify agreement)

05/26/2016

CC:
Official Personnel File
(Original to HR)
Employee
Supervisor