



University at Buffalo
The State University of New York

PROBATIONARY PERIOD EVALUATION REPORT CLASSIFIED SERVICE EMPLOYEES
Please read policies and definitions in Section III (on the reverse side) before completing this side of form

SECTION I

Employee: \_\_\_\_\_ Official Job Title and Salary Grade: \_\_\_\_\_
Supervisor: \_\_\_\_\_ Date Appointed: \_\_\_\_\_
Department: \_\_\_\_\_ Line Number: \_\_\_\_\_
Initial Appointment [ ] Promotion [ ] Trainee [ ]
Probationary Period:
Min. \_\_\_\_\_ weeks ends \_\_\_\_\_ [ ] First [ ] Interim [ ] Final
Max. \_\_\_\_\_ weeks ends \_\_\_\_\_

THIS REPORT IS TO BE COMPLETED BY THIS EMPLOYEE'S IMMEDIATE SUPERVISOR AND RETURNED TO HUMAN RESOURCES ON OR BEFORE \_\_\_\_\_.

SECTION II - For each category, check the appropriate adjective describing the probationer's performance, and make comments substantiating the rating in the space provided.

QUALITY/QUANTITY OF WORK: This section refers to the employee's work performance and meeting the department's standards; work is accurate, sufficient, complete, meets all deadlines, listens to and follows instructions.
[ ] Outstanding
[ ] Highly Effective
[ ] Effective
[ ] Needs Some Improvement
[ ] Unsatisfactory

WORK HABITS, RESOURCEFULNESS, INTEREST: This section refers to the employee's ability to plan and to organize work. Welcomes new assignments? Can employee perform without detailed instruction? Pitch in on emergencies? Has employee learned new duties quickly?
[ ] Outstanding
[ ] Highly Effective
[ ] Effective
[ ] Needs Some Improvement
[ ] Unsatisfactory

ATTENDANCE AND DEPENDABILITY: This section refers to employee's use of leave credits. Does employee advise supervisor appropriately to request leave? Is employee punctual and willing to work additional time when requested?
[ ] Outstanding
[ ] Highly Effective
[ ] Effective
[ ] Needs Some Improvement
[ ] Unsatisfactory

SUPERVISORY SKILLS: (if applicable) This section refers to employee's acceptance of supervisory responsibilities. Is the employee's leadership accepted? Does the employee inspire confidence? Is the employee's written and oral expression effective?
[ ] Outstanding
[ ] Highly Effective
[ ] Effective
[ ] Needs Some Improvement
[ ] Unsatisfactory

**SECTION III**

**POLICIES:** 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 (2) 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 SOME IMPROVEMENTS:** 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.

**I RECOMMEND THAT THE EMPLOYEE BE:**

<input type="checkbox"/> Confirmed Permanent	_____ Date	Attach Letter A
<input type="checkbox"/> Terminate	_____ Date	<b>If you plan to terminate this employee by the 8<sup>th</sup> week or at any time prior to the end of the maximum probationary period, provide written notification to the employee <u>at least two weeks prior to the effective date of termination</u>. Sample Letter B may be used. Forward copy of notification and Personnel Transaction Form indicating appropriate action to Human Resources.</b>
<input type="checkbox"/> Continue Probation	_____ Date	<b>If you wish to continue probation, return this report to Human Resources by the date indicated on the front of this report.</b>

I have discussed this report with the employee:  YES  NO If no, explain

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Signature of Supervisor Date

\_\_\_\_\_  
 Signature of Employee Date

**-- PLEASE MAKE THE NECESSARY COPY FOR THE EMPLOYEE --  
 RETURN THE ORIGINAL TO HUMAN RESOURCES**