PROBATIONARY AND SERVICE REPORT

In my opinion the summary judgment best expressing your work performance for the period covered by this report is

☐ Satisfactory  ☐ Unsatisfactory

This report represents my best judgment of the value of this employee’s work service during the period stated and is based upon personal observations and knowledge of his/her work.

I recommend (check one):

☐ continued employment
☐ employment be discontinued
☐ tenure (for final report only)

Signature of Rater ___________________________________ Date ________________
Title ______________________________________________

(To be completed, where it has been determined to be appropriate, by the Department or Personnel Officer)

I have reviewed the report of the immediate supervisor and have indicated my disagreement, if any. This report is accurate according to my best knowledge and belief.

COMMENT:

Signature of Reviewer _________________________________ Date ________________
Title ______________________________________________

TO THE EMPLOYEE: The summary judgment shown above is the rating assigned by your supervisor and reviewed on a higher level. Only “unsatisfactory” (below standard) ratings are subject to appeal to the College Personnel Officer.

I have reviewed this report on the date indicated and have had the opportunity to discuss it with my rating supervisor(s). My signature does not necessarily signify agreement. I understand that I may submit a rebuttal.

Signature of Employee _________________________________ Date ________________
Title ______________________________________________

INSTRUCTIONS FOR THE USE OF PROBATIONARY AND SERVICE REPORT

1. Carefully read the definitions for each category listed on page 2.
2. In each instance check off the statement(s) that best describe the employee’s performance in the factor being considered. Add any comments which you feel will help in making a fair appraisal.
3. When rating each factor, call to mind instances that are typical of the employee’s work performance and behavior. Do not be overly influenced by unusual cases which are not typical.
4. Be fair to yourself, the employee, and the College. Make your ratings with the utmost care and thought; it should represent a fair and objective judgment of the employee’s work performance during rating period.
5. The summary rating on page 4 should be in general agreement and be consistent with the ratings given for the individual factors on pages 2 and 3.

QCC 10/06
The following evaluation of your work performance has been made considering those factors applicable to your work assignment based on your job duties and responsibilities. More than one statement may be applicable in evaluating the factors in the left margin.

<table>
<thead>
<tr>
<th>1. PRODUCTIVITY</th>
<th>2. RELATIONSHIP WITH OTHERS</th>
<th>3. WORK HABITS</th>
<th>4. JOB KNOWLEDGE</th>
<th>5. ATTENDANCE AND PUNCTUALITY</th>
<th>6. PROMOTABILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quality of Work – Considered were the accuracy, efficiency, completeness of your work and dependability of results. Volume of work was not considered. Quantity of Work – Only considered was the amount of work produced together with the necessity for close supervision.</td>
<td>Effectiveness in working with supervisors, subordinates, fellow employees, and the public. Traits considered were tact, courtesy, self-control and discretion.</td>
<td>Considered were your attitude toward your work, safe and effective use of personnel, materials and equipment, compliance with rules, regulations and supervision; and other personal habits as they may affect your work and use of time.</td>
<td>Considered were basic knowledge of job; familiarity with other departmental functions related to job; understanding and observance of specific job duties; ability to learn new assigned tasks and acquire necessary skills.</td>
<td>Considered were frequency and number of absences and latenesses. Also observance of lunch hour and break periods.</td>
<td>Considered to be an expression of your supervisor’s opinion with respect to your ability to progress.</td>
</tr>
<tr>
<td>□ Does not meet minimum standards □ Frequent and excessive errors □ Often unacceptable □ Does not meet minimum standards □ Very slow worker □ Requires close supervision □ Careless, inclined to make mistakes; work barely acceptable □ Improvement needed □ Works at slow pace □ Improvement needed □ Work generally acceptable □ Occasional errors □ Good quality □ Work seldom needs checking □ Consistently of high quality □ Turns out good volume □ Requires little supervision □ Accomplishments consistently high □ Exceptionally accurate and capable □ Exceptional work habits and attitude toward job □ Seldom requires supervision □ Exceptional understanding of job assignments □ Requires very little direction; extremely capable □ Excellent overall attendance record □ Excellent candidate for promotion; can be recommended without reservation</td>
<td></td>
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<tr>
<td>□ Improvement needed □ Should be considered for promotion □ Improvement needed before recommendation for promotion can be given □ Quality of work □ Consistently of high quality □ General satisfactory □ Acceptable □ Needs improvement □ Requires normal supervision □ Needs to be improved □ Requires close supervision</td>
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NOTE: Applicable for Annual Evaluations of Permanent Staff only.