

**Baruch College  
City University of New York**

**Probationary and Service Report**

Please return to the Personnel Office by \_\_\_\_\_

<b>Evaluation Period</b>  <b>From:</b>  <b>To:</b>	<b>Name of Employee</b>
<b>Type of Evaluation</b>  <input type="checkbox"/> <b>Probationary</b> 1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup>  <b>Final</b> <b>Special (                      )</b>  <input type="checkbox"/> <b>Annual</b> <b>Status:</b> <b>Probable Permanent</b> <b>Provisional/Temporary</b> <b>Permanent</b> <input type="checkbox"/> <b>Hourly</b>	<b>Office:</b>  <b>Title In Which Rated</b>  <hr/> <b>Permanent Title if Other Than Above</b>

Instructions for the Use of Probationary and Service Report:

- Carefully read the definitions for each category listed on page 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.
- 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.
- 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.
- 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.

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.

						COMMENTS
<p><b>1. Productivity</b>  <i>Quality of Work:</i> Considered were the accuracy, efficiency, completeness of your work and dependability of results. Volume of work was not considered.  <i>Quantity of Work:</i> Only considered was the amount of work produced together with the necessity for close supervision.</p>	<input type="checkbox"/> Does not meet minimum standards <input type="checkbox"/> Frequent and excessive errors <input type="checkbox"/> Often unacceptable  <input type="checkbox"/> Does not meet minimum standards <input type="checkbox"/> Very slow worker <input type="checkbox"/> Requires close supervision	<input type="checkbox"/> Careless, inclined to make mistakes - barely acceptable work <input type="checkbox"/> Improvement needed  <input type="checkbox"/> Works at slow pace <input type="checkbox"/> Improvement needed	<input type="checkbox"/> Works generally acceptable <input type="checkbox"/> Occasional errors <input type="checkbox"/> Good quality  <input type="checkbox"/> Volume of work generally meets standards <input type="checkbox"/> Needs normal supervision	<input type="checkbox"/> Work seldom needs checking <input type="checkbox"/> Consistently of high quality  <input type="checkbox"/> Turns out good volume <input type="checkbox"/> Requires little supervision <input type="checkbox"/> Accomplishments consistently high	<input type="checkbox"/> Exceptionally accurate and capable  <input type="checkbox"/> Unusually high results and volume	<hr/> <hr/> <hr/> <hr/> <hr/>
<p><b>2. Relationship With Others</b>            Effectiveness in working with supervisors, subordinates, fellow employees and public. Traits considered were tact, courtesy, self-control and discretion.</p>	<input type="checkbox"/> Not effective in working with others <input type="checkbox"/> Often antagonizes other people <input type="checkbox"/> Lacks tact <input type="checkbox"/> Needs to be more businesslike <input type="checkbox"/> Poor attitude <input type="checkbox"/> Argumentative	<input type="checkbox"/> Needs improvement in attitude and manner <input type="checkbox"/> Has tendency to resent taking direction from supervisor	<input type="checkbox"/> Works well with others <input type="checkbox"/> Good attitude <input type="checkbox"/> Accepts constructive criticism <input type="checkbox"/> Tries to be cooperative	<input type="checkbox"/> Very effective in dealing with public and associates <input type="checkbox"/> Exercises discretion and tact	<input type="checkbox"/> Stimulates teamwork and good attitude in others <input type="checkbox"/> Exceptional in dealing with public and associates	<hr/> <hr/> <hr/> <hr/> <hr/>
<p><b>3. Work Habits</b>            Considered was your attitude toward your work, safe and effective use of personnel, materials and equipment, compliance with rules, regulations and supervision. Other personal habits as they may affect your work and use of time.</p>	<input type="checkbox"/> Undependable <input type="checkbox"/> Needs constant watching <input type="checkbox"/> Does not follow prescribed work procedures <input type="checkbox"/> Little interest in work	<input type="checkbox"/> Gives up easily <input type="checkbox"/> Has some difficulty in following prescribed work procedures <input type="checkbox"/> Needs to show more interest in work	<input type="checkbox"/> Generally acceptable work	<input type="checkbox"/> Consistently up to and somewhat above work standards	<input type="checkbox"/> Exceptional work habits and attitude toward job <input type="checkbox"/> Seldom requires supervision	<hr/> <hr/> <hr/> <hr/> <hr/>
<p><b>4. Job Knowledge</b>            Considered was 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.</p>	<input type="checkbox"/> Definite lack of knowledge <input type="checkbox"/> Very little understanding of job duties <input type="checkbox"/> Needs considerable instruction	<input type="checkbox"/> Inadequate knowledge of duties <input type="checkbox"/> Understanding of job duties not sufficient	<input type="checkbox"/> Has adequate knowledge of duties <input type="checkbox"/> Needs a little additional instruction	<input type="checkbox"/> Good knowledge of duties Well informed <input type="checkbox"/> Occasionally needs direction	<input type="checkbox"/> Excellent understanding of job assignments <input type="checkbox"/> Requires very little direction Extremely capable	<hr/> <hr/> <hr/> <hr/> <hr/>
<p><b>5. Attendance and Punctuality</b>            Considered were frequency and number of absences and latenesses. Also observance of lunch hour and break periods.</p>	<input type="checkbox"/> Excessive absence or tardiness <input type="checkbox"/> May absent him/herself from work without adequate notice. <input type="checkbox"/> Abuses lunch hour and work break	<input type="checkbox"/> Lax in attendance and reporting for work on time <input type="checkbox"/> Improvement needed in _____	<input type="checkbox"/> Generally acceptable	<input type="checkbox"/> Very good attendance record <input type="checkbox"/> Rarely tardy <input type="checkbox"/> Prompt in lunch hours and break periods	<input type="checkbox"/> Excellent overall attendance record	<hr/> <hr/> <hr/> <hr/> <hr/>
<p><b>*6. Promotability</b>            Considered to be an expression of your supervisor's opinion with respect to your ability to progress.</p>	<input type="checkbox"/> Has not demonstrated overall qualities needed for advancement <input type="checkbox"/> Unwilling to accept responsibility	<input type="checkbox"/> Improvement needed before promotion can be recommended	<input type="checkbox"/> Should be considered for promotion	<input type="checkbox"/> Willing to accept responsibility -- Recommend for promotion	<input type="checkbox"/> Excellent candidate for promotion. Can be recommended without reservation	<hr/> <hr/> <hr/> <hr/> <hr/>

\*NOTE: Applicable for Annual Evaluations of Permanent Staff only.



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/or knowledge of his/her work.

I Recommend: (Check one)

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

Signature of Rater \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

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

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 \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

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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 Director.

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 \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_