

BOROUGH OF MANHATTAN COMMUNITY COLLEGE
The City University of New York

PROBATIONARY AND SERVICE REPORT

Please return to the office of Human Resources by _____

EVALUATION PERIOD FROM: TO:	NAME OF EMPLOYEE
TYPE OF EVALUATION <input type="checkbox"/> PROBATIONARY 1 ST _____ 2 ND _____ 3 RD _____ FINAL _____ SPECIAL () _____	OFFICE TITLE IN WHICH RATED
----- <input type="checkbox"/> ANNUAL/STATUS <input type="checkbox"/> PROBABLE PERMANENT <input type="checkbox"/> PERMANENT <input type="checkbox"/> PROVISIONAL/TEMPORARY <input type="checkbox"/> HOURLY	PERMANENT TITLE IF OTHER THAN ABOVE

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.

B. 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.

<p>1. PRODUCTIVITY</p> <p><u>Quality of work</u> – Considered were the accuracy, efficiency, completeness of your work and dependability of results. Volume of work was not considered.</p> <p><u>Quantity of Work</u> – Only considered was the amount of work produced together with the necessity for close supervision.</p>	<ul style="list-style-type: none"> <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 	<ul style="list-style-type: none"> <input type="checkbox"/> Careless, inclined to make mistakes work barely acceptable <input type="checkbox"/> Improvement needed <input type="checkbox"/> Works at slow pace <input type="checkbox"/> Improvement needed
<p>2. RELATIONSHIP WITH OTHERS</p> <p>Effectiveness in working with supervisors, subordinates, fellow employees and public, Traits considered were tact, courtesy, self-control and discretion.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Not effective in working with others <input type="checkbox"/> Often antagonizes those with contact <input type="checkbox"/> Lacks tact <input type="checkbox"/> Needs to be more businesslike <input type="checkbox"/> Poor attitude <input type="checkbox"/> Argumentative 	<ul style="list-style-type: none"> <input type="checkbox"/> Needs improvement in attitude and manner <input type="checkbox"/> Has tendency to resent taking direction from supervisor
<p>3. WORK HABITS</p> <p>Considered was your attitude toward you 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>	<ul style="list-style-type: none"> <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 	<ul style="list-style-type: none"> <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
<p>4. JOB KNOWLEDGE</p> <p>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>	<ul style="list-style-type: none"> <input type="checkbox"/> Definite lack of knowledge <input type="checkbox"/> Very little understanding of job duties <input type="checkbox"/> Needs considerable instruction 	<ul style="list-style-type: none"> <input type="checkbox"/> Inadequate knowledge of duties <input type="checkbox"/> Understanding of job duties not sufficient
<p>5. ATTENDANCE AND PUNCTUALITY</p> <p>Considered were frequency and number of absences and lateness's. Also observance of lunch hour and break periods.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Excessive absence or tardiness <input type="checkbox"/> May absent himself from work without adequate notice. <input type="checkbox"/> Abuses lunch hour and work break 	<ul style="list-style-type: none"> <input type="checkbox"/> Lax in attendance and reporting for work on time <input type="checkbox"/> Improvement needed in _____
<p>6. PROMOTABILITY</p> <p>Considered to be expression of your supervisor's opinion with respect to your ability to progress. NOTE: Applicable for Annual Evaluations of Permanent Staff Only.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Has not demonstrated overall qualities needed for advancement <input type="checkbox"/> Unwilling to accept responsibility 	<ul style="list-style-type: none"> <input type="checkbox"/> Improvement needed before can be recommended for promotion

COMMENTS

<ul style="list-style-type: none"> <input type="checkbox"/> Work 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 	<ul style="list-style-type: none"> <input type="checkbox"/> Work seldom need 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 	<ul style="list-style-type: none"> <input type="checkbox"/> Exceptional accurate and capable <input type="checkbox"/> Unusually high results and volume 	
<ul style="list-style-type: none"> <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 	<ul style="list-style-type: none"> <input type="checkbox"/> Very effective in dealing with public and associates <input type="checkbox"/> Exercises discretion and tact 	<ul style="list-style-type: none"> <input type="checkbox"/> Stimulates teamwork and good attitude in others <input type="checkbox"/> Exceptional in dealing with public and associates 	
<ul style="list-style-type: none"> <input type="checkbox"/> Generally acceptable work 	<ul style="list-style-type: none"> <input type="checkbox"/> Consistently up to and somewhat above work standards 	<ul style="list-style-type: none"> <input type="checkbox"/> Exceptional work habits and attitude towards job <input type="checkbox"/> Seldom requires supervision 	
<ul style="list-style-type: none"> <input type="checkbox"/> Has adequate knowledge of duties <input type="checkbox"/> Needs a little additional instruction 	<ul style="list-style-type: none"> <input type="checkbox"/> Good knowledge of duties, well informed <input type="checkbox"/> Occasionally needs direction 	<ul style="list-style-type: none"> <input type="checkbox"/> Excellent understanding of job assignments <input type="checkbox"/> Requires very little direction, extremely capable 	
<ul style="list-style-type: none"> <input type="checkbox"/> Generally acceptable 	<ul style="list-style-type: none"> <input type="checkbox"/> Very good attendance record <input type="checkbox"/> Rarely tardy <input type="checkbox"/> Prompt in lunch hours and break periods 	<ul style="list-style-type: none"> <input type="checkbox"/> Excellent overall attendance record 	
<ul style="list-style-type: none"> <input type="checkbox"/> Should be considered for promotion 	<ul style="list-style-type: none"> <input type="checkbox"/> Willing to accept responsibility – Recommend for promotion 	<ul style="list-style-type: none"> <input type="checkbox"/> Excellent candidate for promotion. Can be recommended without reservation 	

