

MUNICIPAL CIVIL SERVICE COMMISSION  
KINGSTON, NEW YORK

**PROBATIONARY REPORT**

Employee Name:

Class Title:

Department:

Date of  
Employment

Length of  
Probationary Period

Date Probationary  
Period Ends

Date this  
report due

In accordance with the Civil Service Law and Rules, the appointing officer is required to fill in this section. The rating guide on the reverse side of this form should prove helpful in evaluating the probationer's performance, but its use is not mandatory.

I hereby certify that I have carefully observed the probationer during his/her probationary period and find his/her conduct, capacity and fitness to be:

**SATISFACTORY** \_\_\_\_\_

**UNSATISFACTORY** \_\_\_\_\_

On the basis of the above findings as to the conduct, capacity, and fitness of the probationer, I recommend that this employee be:

**RETAINED** \_\_\_\_\_

**DROPPED** \_\_\_\_\_

**TRANSFERRED TO** \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Appointing Officer

\_\_\_\_\_  
Title

**(OVER)**

## RATING GUIDE FOR Evaluating PERFORMANCE OF PROBATIONERS

Listed below are specific work characteristics of importance in determining an individual's suitability for a particular job and also in locating areas in which the employee's performance might be improved. Appointing officers should find such an analysis helpful in forming an opinion as to whether or not the probationer should be given permanent status in the position; however, the final decision to retain or drop the employee need not necessarily depend on the rating obtained below. **If the appointing officer wishes, he may indicate in the space at the bottom left-hand corner of this page any additional remarks regarding the probationers suitability for the position.**

**INSTRUCTIONS FOR RATING:** To rate performance, mark each item as follows: (75) if performance is what you would reasonably expect of a competent employee; (90) if the performance is distinctly better than would be expected of a competent employee; (60) if the performance is poorer than would be expected of a competent employee. To arrive at a numerical rating of over-all performance, take the average of the ratings given each of the items. The first 10 items should be rated for all employees; in addition, items 11 through 15 should be rated for supervisory employees.

1	<b>QUALITY OF WORK</b> Accuracy; thoroughness; conformity to instructions; neatness.	6	<b>PERSONALITY</b> Effectiveness in dealing with other employees & with public; tact & courtesy, self-control	11	<b>ABILITY TO ORGANIZE</b> Directness of procedures; smoothness of flow of work; effective delegation of authority & utilization of resources.
2	<b>QUANTITY OF WORK</b> Speed of accomplishment; share of total work load,	7	<b>ABILITY TO LEARN</b> Ease and quickness in understanding new methods or ideas; adaptability.	12	<b>ABILITY TO PLAN</b> Anticipation of peak loads or new functions; adequate staffing, established work standards for subordinates.
3	<b>ATTENDANCE</b> Punctuality in reporting for and starting work; no un-excused absences or tardiness,	8	<b>WORK HABITS</b> Orderliness in planning work; dependability, persistence.	13	<b>ABILITY TO TRAIN</b> Planned program for development of subordinates; clear, adequate instructions to staff
4	<b>INITIATIVE</b> Constructive suggestions; attempts to do more than minimum assignments	9	<b>JUDGMENT -</b> "Common sense"; logical and practical approaches to new or unusual problems.	14	<b>ABILITY TO MAKE DECISIONS</b> Speed in clearing unusual problems; quickness and soundness of decisions.
5	<b>COOPERATIVENESS</b> Teamwork; loyalty; discretion in use of confidential information; positive attitude to-ward work.	10	<b>PHYSICAL FITNESS</b> Neatness in appearance; good posture; cleanliness in personal habits; taste in dress.	15	<b>ABILITY TO GET RESULTS</b> Development of team work; Ability to meet deadlines.

Additional remarks:

Total

Total

$$\frac{\quad}{10} = \frac{\quad}{\text{Final Average (Non-supervisors)}}$$

$$\frac{\quad}{15} = \frac{\quad}{\text{Final Average (Supervisors)}}$$