



# COUNTY OF GLOUCESTER

## 6 MONTH PROBATIONARY EVALUATION

*This form must be completed and submitted to HR **PRIOR TO** probationary end date*

**EMPLOYEE HIRE DATE:**

**PROBATIONARY END DATE:**

**Employee No.:**

**Employee:**

**Department:**

**Position:**

**Grade:**

Job Knowledge	Weight %: _____ x Score: _____ = Total: _____
Quality/Quantity of Work	Weight %: _____ x Score: _____ = Total: _____
Responsibility	Weight %: _____ x Score: _____ = Total: _____
Initiative/Ability to Learn and Progress	Weight %: _____ x Score: _____ = Total: _____
Dependability	Weight %: _____ x Score: _____ = Total: _____
Co-operation	Weight %: _____ x Score: _____ = Total: _____
Public Relations/Customer Service	Weight %: _____ x Score: _____ = Total: _____
	100%
	<b>Total Score: _____</b>

<i>Circle One</i>		
Yes	No	<b>I have discussed with the employee their accomplishments, strengths, &amp; weaknesses.</b>
Yes	No	<b>The employee is performing satisfactorily.</b>
Yes	No	<b>The employee should be retained and granted regular status.</b>

Evaluator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Employee comment/reaction: (Attach separate sheet if desired)

The employee's signature does not necessarily indicate agreement with the performance evaluation. It indicates only that the employee has seen the appraisal and had an interview with his/her supervisor concerning the evaluation.

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

**1. JOB KNOWLEDGE ELEMENT**

**Score:**

How well does this employee understand the requirements of the job to which they are assigned?				
0 -2.99 UNSATISFACTORY /MARGINAL	3.00 - 4.99 REQUIRES IMPROVEMENT	5.00 - 7.50 PROFICIENT	7.51 -10.99 HIGHLY PROFICIENT	11.00 – 14.00 EXCEPTIONAL
Partial knowledge of job- Estimate less than 50%  # of exceptions _____	Knowledge of job is sufficient in most areas (more than 50%)  # of exceptions _____	Understands and demonstrates knowledge of most aspects of job (more than 75%) # of exceptions _____	Thoroughly understands and demonstrates knowledge of all aspects of job # of exceptions _____	Seeks additional job related knowledge and skills without being required to do so. # of exceptions _____
<b>Comments:</b>				
<b>Goals:</b>				

**2. QUALITY/QUANTITY OF WORK ELEMENT**

**Score:**

How accurate, well organized and complete is the work and what quantity of satisfactory work does this employee consistently produce?				
0 -2.99 UNSATISFACTORY /MARGINAL	3.00 - 4.99 REQUIRES IMPROVEMENT	5.00 - 7.50 PROFICIENT	7.51 -10.99 HIGHLY PROFICIENT	11.00 – 14.00 EXCEPTIONAL
Exhibits careless errors, requires more than normal review. Output is below what is expected.  # of exceptions ____	Occasional careless errors, generally in single area or function. Output usually meets expectations.  # of exceptions _____	Work is mostly error free, requires limited direction. Output meets expectations of job. # of exceptions _____	Work is generally error free, correction rarely needed. Requires very limited direction. Output always meets expectations of job. # of exceptions _____	Work is consistently neat, accurate and thorough. Requires no review. Always exceeds expected output without being required to do so. # of exceptions _____
<b>Comments:</b>				
<b>Goals:</b>				

**3. RESPONSIBILITY ELEMENT**

**Score:**

How does this employee accept the responsibilities of the job?				
0 - 2.99 UNSATISFACTORY MARGINAL	3.00 - 4.99 REQUIRES IMPROVEMENT	5.00 - 7.50 PROFICIENT	7.51 -10.99 HIGHLY PROFICIENT	11.00 – 14.00 EXCEPTIONAL
Reluctant to accept responsibility – makes excuses  # of exceptions _____	Accepts responsibility, seldom voluntarily seeks new responsibilities  # of exceptions _____	Fulfills required job responsibilities  # of exceptions _____	Conscientiously fulfills all job responsibilities  # of exceptions _____	Accepts responsibilities fully, assists in meeting emergencies, volunteers for additional duties  # of exceptions _____
<b>Comments:</b>				
<b>Goals:</b>				

**4. INITIATIVE/ABILITY TO LEARN & PROGRESS ELEMENT**

**Score:**

How well does employee begin an assignment without direction and recognize the best way of doing it? Does this employee learn quickly and demonstrate retention of acquired knowledge/skills?				
0 - 2.99 UNSATISFACTORY MARGINAL	3.00 - 4.99 REQUIRES IMPROVEMENT	5.00 - 7.50 PROFICIENT	7.51 -10.99 HIGHLY PROFICIENT	11.00 – 14.00 EXCEPTIONAL
Almost always relies on others; makes some effort but requires consistent assistance; requires repetitious instruction, slow or unable to apply learning to job; may lack potential for further development.  # of exceptions _____	Does regular work without prompting but requires assistance in specific areas; generally shows learning at expected levels; may have demonstrated problems in specific areas.  # of exceptions _____	Undertakes assigned work without prompting; learns and remembers their job; transfers skills to job requirements; shows potential for advancement.  # of exceptions _____	Undertakes all assigned work without prompting and frequently offers suggestions; learns readily and remembers well, good transfer of skills to job requirements, shows potential for advancement.  # of exceptions _____	Self starter, regularly initiates projects, routinely offers innovative suggestions that are implemented; learns quickly, retains at high rate, shows excellent potential for advancement.  # of exceptions _____
<b>Comments:</b>				
<b>Goals:</b>				

**5. DEPENDABILITY ELEMENT**

**Score:**

How faithful is employee in reporting to work promptly and working persistently?				
0 - 2.99 UNSATISFACTORY MARGINAL	3.00 - 4.99 REQUIRES IMPROVEMENT	5.00 - 7.50 PROFICIENT	7.51 -10.99 HIGHLY PROFICIENT	11.00 – 14.00 EXCEPTIONAL
Abuses time, pattern of abuses, counseled frequently # of exceptions _____	Generally on the job as needed: may need occasional reminders # of exceptions _____	Punctual, seldom absent # of exceptions _____	Always punctual; does not waste time; never abuses leave or comp time policies # of exceptions _____	Extremely conscientious, rarely absent, never tardy. Where compensation is not a primary issue, offers to do extra work. # of exceptions _____
<b>Comments:</b>				
<b>Goals:</b>				

**6. CO-OPERATION ELEMENT**

**Score:**

Does this employee work harmoniously and effectively with co-workers and supervision?				
0 - 2.99 UNSATISFACTORY MARGINAL	3.00 - 4.99 REQUIRES IMPROVEMENT	5.00 - 7.50 PROFICIENT	7.51 -10.99 HIGHLY PROFICIENT	11.00 – 14.00 EXCEPTIONAL
Lacks interest, has difficulty working with others, has problems with supervision # of exceptions _____	Makes effort at working with others, problems in specific areas, uses supervision for assistance # of exceptions _____	Willing to do their share # of exceptions _____	Friendly, works with supervision to improve performance, team player # of exceptions _____	Always willing to do more than their share, exhibits leadership skills, assists supervisor where possible, encourages teamwork # of exceptions _____
<b>Comments:</b>				
<b>Goals:</b>				

**7. PUBLIC RELATIONS/CUSTOMER SERVICE**

**Score:**

What level of customer service does this employee provide to the public and/or their customer base?				
0 - 2.99 UNSATISFACTORY MARGINAL	3.00 - 4.99 REQUIRES IMPROVEMENT	5.00 - 7.50 PROFICIENT	7.51 -10.99 HIGHLY PROFICIENT	11.00 – 14.00 EXCEPTIONAL
Shows little concern, does not exhibit knowledge, skills, ability to deal with public, may be source of complaints # of exceptions _____	Interested in public image, generally shows good skills, any complaints center on specific problem area # of exceptions _____	Exhibits good public relations, generates few complaints # of exceptions _____	Exhibits excellent public relations, shows concern for public image, generates few, if any, complaints # of exceptions _____	Promotes high standards for public image, consistently goes beyond required actions to meet customers service needs, no founded complaints # of exceptions _____
<b>Comments:</b>				
<b>Goals:</b>				