



HSU ID

Report of Performance for Probationary Support Staff UAPD Employee

Return to Human Resources before

First Second Final Other From to

Table with 4 columns: Employee Full Name, Position, Division/Department, Date of Appointment

Main performance evaluation table with columns for Not Satisfactory, Satisfactory, Above Satisfactory, and Not Rated. Includes 32 numbered criteria and a section for supervisors.

SECTION B: Record Job STRENGTHS and superior performance incidents. Must be completed if rating is above satisfactory.

SECTION C: Record specific work performance DEFICIENCIES or job behavior requiring improvement or correction. Must be completed if rating is unsatisfactory.

SECTION D: Record specific GOALS or IMPROVEMENT PROGRAMS to be undertaken during the next evaluation period.

SECTION E: Do you recommend retention or termination at this time? Includes Retention and Termination options.

SECTION F: The last position description on file in this office is dated: Includes question about accuracy of position description.

SECTION G: Overall Performance Rating. Includes Not Satisfactory, Satisfactory, and Above Satisfactory options.

Signature and certification section. Includes 'I certify this report represents my best judgment.' and fields for Rater, Administrator, and Employee signature. Also includes a Comments field.

Once complete, please make a copy for your records and the employee before sending the original to Human Resources.

It is the appropriate administrator's or designated evaluator's responsibility to properly evaluate employees. If, before starting the evaluation process, there are any questions, please contact Human Resources. If an evaluation is going to be negative, please first contact Human Resources. A performance evaluation is considered a draft evaluation until it contains the signature of the appropriate administrator.

Article 13 of the UAPD Collective Bargaining Agreement outlines the process for employee performance evaluation.

Temporary and Probationary

- 13.1. Temporary and probationary employees in Bargaining Unit 1 shall be subject to periodic performance evaluations as determined by the President. The frequency of probationary employee evaluations shall be sufficient to make timely recommendation to the President prior to the end of the employee's probationary period.
- 13.2. A written record of the periodic performance evaluation shall be placed in the employee's personnel file. The employee shall be provided with a copy of the written record of the performance evaluation.

Permanent Employees

- 13.3. Permanent employees in Bargaining Unit 1 shall be subject to periodic performance evaluations as determined by the President.
- 13.4. A written record of the periodic performance evaluation shall be placed in the employee's personnel file. The employee shall be provided with a copy of the written record of the performance evaluation.

Evaluation of Physicians

- 13.5. When evaluation entails judgment regarding a physician's performance of assigned medical duties, such judgment shall be made by supervisory and managerial personnel who are licensed physicians.

General Provisions

- 13.6. Evaluations should be a review of the employee's work performance and should be based upon criteria which is objective in nature.
- 13.7. If an employee disagrees with the record of a performance evaluation which has been placed in his/her personnel file, the employee may submit a rebuttal statement which shall be attached to the record of the performance evaluation.
- 13.8. The content of performance evaluations shall not be subject to the provisions of Article 8, Grievance Procedure.

INSTRUCTIONS FOR USE OF THE PERFORMANCE EVALUATION

- 1. Due dates must be observed.
- 2. Performance evaluations provide a written record for employees of a "job well done."
- 3. Evaluations are also an important document in any disciplinary action. Before taking any action, you must consult with the AVP of Human Resources. Disciplinary action requires evidence of preceding warning and reports bearing the signature of evaluator and employee, or otherwise certified. Unscheduled reports may be filed at any time for any employee.
- 4. If space for comments is inadequate, similarly dated and signed attachments may be made (either typewritten or in ink.)
- 5. Follow the instructions and upload the Evaluation Form and Attachments to Adobe Sign. [Learn How Here](#).

SECTION A: Check one column for each factor. If additional explanation is warranted use section B or C as appropriate. Additional spaces have been provided to write any additional factors. Any unsatisfactory check mark requires specific explanation in SECTION C.

SECTION F: Please verify that the position description on file in Human Resources is still accurate.

SECTION G: You must complete this section.

If you have questions regarding this form or the evaluation process, please contact Human Resources, extension 3626