 Probationary Appraisal Form

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| **EMPLOYEE INFORMATION** | | | | | | | | | | | | | | | | | | | | |
| Name: | Enter name here | | | | | | | | | | | | | | Title: | | Enter title here. | | | |
| Dept.: | Enter dept. here | | | | | | | | | | | | | | UC Hire Date: | | | Enter UC hire date here | | |
| Review Period: | | | *From* | | | | | Enter from date | | *Through* | |  | | Enter through date | | | | | |
| 3 Month Review | |  | | 6-month Review | | | | |  | | Other | |  | | | Enter other description | | |
| **Supervisor Rates Probationary Employee on Performance Factors** | | | | | | | | | | | | | | | | | | | | |
| Using the following descriptions of each performance factor, the supervisor rates the employee on each of the seven (7) performance factors (and on the three (3) supervisor performance factors if employee is a supervisor).  **Rating Descriptions**   * **Strength** – demonstrates and applies knowledge and skills to excel in a consistent and sustained manner. Applies knowledge by using facts and lessons learned. * **Proficient** – demonstrates a sufficient level of knowledge and/or skills to perform effectively. * **Needs Improvement** – demonstrates the need to improve to meet job requirements or perform more consistently. Needs to develop by increasing knowledge or building skills. | | | | | | | | | | | | | | | | | | | | |
| **PERFORMANCE FACTORS** | | | | | | | | | | | | | | | | | | | | |
| The supervisor checks the box under each performance factor that best describes the employee’s performance in that factor. | | | | | | | | | | | | | | | | | | | | |
| 1. **Functional and Technical Skills**: The effectiveness with which the employee applies the required skills and knowledge to the job. | | | | | | | | | | | | | | | | | | | | |
| Demonstrates and applies the knowledge and skills necessary to perform the job effectively. Chooses appropriate tools or technology for tasks. Understands and complies with position procedures and University policies; and with external regulations, if any. Remains current on new developments in area of responsibility. Uses knowledge and skills to assist others and shares knowledge to improve team performance. | | | | | | | | | | | | | | | | | | | | |
| **Reviewer Rating**   |  |  | | --- | --- | | Strength | Rating | | Proficient | Rating | | Needs Improvement | Rating | | | | | | **Reviewer Comments**:  Enter comments here | | | | | | | | | | | | | | | |
| 1. **Communication Skills**: To the extent required by the position, the effectiveness of the employee in transmitting information, including facilitation/participation in sharing information, and oral and written expressions. | | | | | | | | | | | | | | | | | | | | |
| Demonstrates effective written and oral communication skills. Communicates clearly and knowledgeably. Encourages open communication and appropriately shares information with others. Listens attentively and seeks to understand others. Adapts communication to diverse audiences. | | | | | | | | | | | | | | | | | | | | |
| **Reviewer Rating**   |  |  | | --- | --- | | Strength | Rating | | Proficient | Rating | | Needs Improvement | Rating | | | | | | | **Reviewer Comments**:  Enter comments here | | | | | | | | | | | | | | |
| 1. **Customer Service**: The effectiveness of the employee in providing quality service to internal and external customers, including demonstrated commitment to improvement of services. | | | | | | | | | | | | | | | | | | | | |
| Meets needs and expectations of customers. Solicits and acts on customer feedback and explores creative approaches to enhance service and increase efficiency. Solves problems at first point of contact whenever possible; if unable to do so, escalates to an appropriate resource. Responds to customer requests in a timely manner. Develops and manages effective customer relations. | | | | | | | | | | | | | | | | | | | | |
| **Reviewer Rating**   |  |  | | --- | --- | | Strength | Rating | | Proficient | Rating | | Needs Improvement | Rating | | | | | | | | **Reviewer Comments**:  Enter comments here | | | | | | | | | | | | | |
| 1. **Problem Solving and Decision Making**: The manner in which the employee completes job assignments, including judgment, problem solving, and use of appropriate resources in decision making. | | | | | | | | | | | | | | | | | | | | |
| Approaches problem solving in a systematic manner. Decisions are clear, consistent and timely, and have positive results. Identifies and implements effective solutions to problems while remaining sensitive to the needs of others. Utilizes appropriate resources (e.g., people, tools, research, analysis) in seeking solutions. Proactively solves problems. | | | | | | | | | | | | | | | | | | | | |
| **Reviewer Rating**   |  |  | | --- | --- | | Strength | Rating | | Proficient | Rating | | Needs Improvement | Rating | | | | | | | **Reviewer Comments**:  Enter comments here | | | | | | | | | | | | | | |
| 1. **Inclusiveness**: The manner in which the employee demonstrates commitment to diversity and inclusion as a core value governing all workplace behavior and interactions. | | | | | | | | | | | | | | | | | | | | |
| Skillfully performs job duties within an increasingly diverse campus environment. Treats all others with courtesy, respect and dignity. Includes and welcomes all others. Encourages the expression of different points of view. Seeks to understand the perspectives of all others. | | | | | | | | | | | | | | | | | | | | |
| **Reviewer Rating**   |  |  | | --- | --- | | Strength | Rating | | Proficient | Rating | | Needs Improvement | Rating | | | | | | | **Reviewer Comments**:  Enter comments here | | | | | | | | | | | | | | |
| 1. **Commitment to Quality and Quantity of Work**: The manner in which the employee drives quality and quantity of service in the employee’s approach to work and completion of job assignments including accuracy, innovation, effective use of resources, productivity and accountability. | | | | | | | | | | | | | | | | | | | | |
| Effectively applies time and resource management, priority setting and organizational skills to produce appreciable quantities of quality work. Identifies and adopts innovative methods to improve the quality and quantity of work. Demonstrates accountability that advances team efforts and results in successfully meeting quality and productivity goals. Actively seeks to leverage resources to promote improved quality and optimal productivity. Assesses and recommends improvements to work practices and systems to improve the quality and quantity of work of service or products delivered. | | | | | | | | | | | | | | | | | | | | |
| **Reviewer Rating**   |  |  | | --- | --- | | Strength | Rating | | Proficient | Rating | | Needs Improvement | Rating | | | | | | | **Reviewer Comments**:  Enter comments here | | | | | | | | | | | | | | |
| 1. **Collaboration/Teamwork**: The effectiveness with which the employee works with others to achieve individual and unit goals. | | | | | | | | | | | | | | | | | | | | |
| Builds productive working relationships by effectively partnering with team members and others at work. Helps resolve conflict among team members. Seeks to understand the views of coworkers and other team members. Balances individual and team goals. Shares information and knowledge with others, as appropriate. | | | | | | | | | | | | | | | | | | | | |
| **Reviewer Rating**   |  |  | | --- | --- | | Strength | Rating | | Proficient | Rating | | Needs Improvement | Rating | | | | | | | | **Reviewer Comments**:  Enter comments here | | | | | | | | | | | | | |
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| **SUPERVISORY PERFORMANCE FACTORS** *(if applicable)* | | |
| This section is completed ***only*** if the employee is a supervisor or manager and has direct reports | | |
| 1. **Developing Direct Reports**: The manner and effectiveness with which the supervisor develops and implements plans to effect professional growth and development of direct reports. | | |
| Seeks information about each direct report’s career goals and develops and executes effective development plans for them. Provides stretch assignments; encourages direct reports to accept developmental assignments as appropriate for future professional growth. Manages expectations appropriately and proactively communicates any potential problems or roadblocks to employee development. Holds frequent development discussions and enables direct reports to grow and succeed through timely delivery of constructive feedback, instruction and encouragement. Provides training opportunities to help grow and retain talented employees. Prepares thoughtful and meaningful performance appraisals for direct reports. Creates and follows through on employee Individual Development Plans (IDP) and Performance Improvement Plans (PIP), if required. | | |
| **Reviewer Rating**   |  |  | | --- | --- | | Strength | Rating | | Proficient | Rating | | Needs Improvement | Rating | | | **Reviewer Comments**:  Enter comments here |
| 1. **Managing & Measuring Work**: The manner and effectiveness with which the work is organized, assigned, monitored and measured to deliver the required results. | | |
| Understands and communicates strategic goals and plans to achieve them; sets clear objectives and measures; mobilizes resources to achieve shared strategic vision, goals and priorities. Delegates well; clearly assigns responsibility for tasks and decisions. Sets clear expectations, monitors progress and holds direct reports equally accountable for results. Adjusts priorities when appropriate.  Plans and organizes workloads; establishes courses of action, timelines and milestones to ensure work is completed as required.  Develops and implements metrics to measure results using key performance indicators (e.g., quality, quantity, cost, timeliness and frequency of completion of assigned tasks). Informs direct reports in a clear and timely manner when their behavior does not align with stated goals and/or University policy. Documents appropriate actions. | | |
| **Reviewer Rating**   |  |  | | --- | --- | | Strength | Rating | | Proficient | Rating | | Needs Improvement | Rating | | | **Reviewer Comments**:  Enter comments here |
| 1. **Motivating Others**: The manner and effectiveness with which the supervisor creates an environment that encourages and enables direct reports to be engaged and motivated to perform to the best of their ability. | | |
| Leads and motivates by example. Creates a climate in which people want to do their best; promotes confidence and optimistic attitudes; empowers others; pushes tasks and decisions down. Assesses each person's strengths and uses it to get the best out of him/her. Invites input from each person and shares ownership and visibility; is someone people like to work with. Rewards and recognizes accomplishments. Differentiates reward given to employees based on their levels of performance. | | |
| **Reviewer Rating**   |  |  | | --- | --- | | Strength | Rating | | Proficient | Rating | | Needs Improvement | Rating | | **Reviewer Comments**:  Enter comments here |
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| **CAMPUSWIDE STANDARDS** |

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| The UCR Campuswide Performance Standards include: UCR Principles of Community; UC Ethical Values and Standards of Ethical Conduct; Diversity; Health & Safety; Service Orientation; and Management/Supervision (*managers and supervisors only*). Please refer to the [Campuswide Standards Guidelines](https://hr.ucr.edu/document/performance-management-ucr-campuswide-standards-and-guidelines) for a detailed description of each standard. Unsatisfactory performance in any area must be addressed. Select one box below. If appropriate, include suggestions for development in the comments section. | | | |
|  | | | Yes, satisfactory performance *has* been demonstrated in all UCR campuswide performance standards |
|  | | | No, satisfactory performance has *not been* demonstrated in all UCR campuswide performance standards |
| **Reviewer Comments**:  Enter reviewer comments | | | |
| **SUMMARY ASSESSMENT** *(to be completed by supervisor)* | | | |
| Evaluate the individual’s overall performance based on their demonstration of knowledge, skills, and behaviors to perform the role. Include in your assessment their demonstration of the UCR Principles of Community and ability to perform job duties. Select one box below. If appropriate, include suggestions for professional development in the comments section | | | |
|  | Meets expectations. | |
|  | Does not meet expectations. | |
| **Reviewer Comments and Recommendations for Professional Development (if appropriate)**:  Enter reviewer comments | | |
| **REVIEWER RECOMMENDATION** (*select one*) | | |
|  | **Continue probationary period per policy/CBA** | |
|  | **Extend probationary period until**: Enter date *(not to exceed three months)*  *(Requires consultation between department and Human Resources/Employee & Labor Relations)* | |
|  | **Release from probationary employment**  *(Requires consultation between department and Human Resources/Employee & Labor Relations)* | |
|  | **Grant career status (non-probationary status) per policy/CBA** | |

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| **SIGNATURES** | | |
| **(1) Supervisor** | | |
| **Name**:Enter name | | **Title**: Enter title |
| **Signature**: | | **Date**:Enter date |
| **(2) Next Level Approver** | | |
| **Name**: Enter name | | **Title**:Enter title |
| **Signature**: | | **Date**:Enter date |
| **(3) Employee** | | |
| **Employee Signature**: |  | |
| *By signing above, the employee acknowledges receipt of this review and that it was discussed with the employee. The signature does not indicate agreement or disagreement with the content of this review. Employee may attach comments.* | | |
| **This review was discussed with me on this date** Enter date. | | |
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