

GUIDELINES/INSTRUCTIONS FOR Classified and Bargaining Staff Probationary Performance Evaluations

In accordance with the Ohio Revised Code 124.27C and Ohio Administrative Code 123:1-19-01, employees in the classified civil service shall serve a probationary period following any appointment and promotion. A *Probationary Performance Evaluation* form should be completed on/or **BEFORE** the employee's probationary end date.

Guidelines:

- The Probationary Performance Evaluation should accomplish:
 - An enhanced supervisor-employee rapport and relationship through communication,
 - Clarification and mutual understanding relative to performance and productivity expectations, goals, and measurement criteria,
 - Identification and documentation of the employee's performance strengths and/or deficiencies in a variety of categories, thereby providing the basis for current and future personnel decisions.
- Each employee should be rated by the immediate supervisor to whom the employee is regularly assigned. The supervisor should be familiar with the descriptions of the seven categories and the rating scale to be used. The employee should be evaluated with reference to the requirements of the job that the employee holds.

Rating Scale Definitions:

- **Unsatisfactory Performance** – indicates an employee fails to meet the minimum standards required for the position.
- **Needs Improvement** – indicates an employee does not currently meet the requirements of the position, but with some additional experience, should be able to move into the satisfactory level.
- **Satisfactory** – indicates an employee has met all the requirements of the position.

Instructions:

- Fill in the name, job title, and department of the individual being evaluated on the *Probationary Performance Evaluation* form.
- Check the appropriate probationary period that the individual is currently serving.
- Evaluate the employee's performance for each category by **checking** the appropriate box under a rating scale.
- In the section labeled "To be completed by Supervisor," indicate whether the employee should be retained or terminated.
- After the performance review meeting, the supervisor signs the evaluation and forwards it to the reviewer (the next level supervisor). The form should then be given to the employee for final review and comments. The Probationary Performance Evaluation form is not complete until all required signatures have been obtained. If an employee refuses to sign the form, the supervisor should note this and process the evaluation as though the employee had signed it. An employee who disagrees with the evaluation may attach comments to the evaluation form.
- Distribute the Probationary Performance Evaluation form as follows:
Original: Human Resources +**4709** 1 Copy: Employee 1 Copy: Department