



**CAYUGA  
COUNTY**  
(315) 253-1284

**CIVIL SERVICE COMMISSION**

COUNTY OFFICE BUILDING - 2ND FLOOR  
160 GENESEE STREET, AUBURN NY 13021-3489  
website: www.co.cayuga.ny.us/civilservice  
e-mail: civilservice@co.cayuga.ny.us

**PROBATION PERIOD EVALUATION REPORT**

**Directions:** This report is to be completed by this employee's **immediate supervisor** and returned to the department head, **WITH A COPY TO THE CAYUGA COUNTY CIVIL SERVICE COMMISSION, ON OR BEFORE THE DUE DATE SHOWN BELOW.** For each category, check the appropriate adjective describing the probationer's performance and substantiate this rating in the space provided. The questions are guides and do not require specific answers.

EMPLOYEE NAME	JOB TITLE/GRADE	DATE APPOINTED
COUNTY DEPARTMENT	DIVISION	REPORT DUE DATE

Date Probation Ends:  8 Weeks (Minimum)  12 Weeks  26 Weeks (Maximum)  52 Weeks (Maximum)

Type of Report (Weeks of Employment):  3  6  12  20  26  36  42  52

**A. QUALITY OF WORK:**  Above Average  Average  Below Average  Unacceptable

Does employee work measure up to the Department's or Division's standard? Is employee's work accurate, complete and neat?

Comments:

**B. QUANTITY OF WORK:**  Above Average  Average  Below Average  Unacceptable

Does employee work measure up to the Department's or Division's standard? Does employee meet deadlines?

Comments:

**C. WORK HABITS:**  Above Average  Average  Below Average  Unacceptable

Does employee plan and organize his/her work, making the most effective use of personnel, material, equipment and time? Does employee exercise good judgment?

Comments:

**D. WORK INTEREST:**  Above Average  Average  Below Average  Unacceptable

Is employee interested in his/her assignments? Does employee welcome new assignments? Is employee interested in the work of the Department or Division as a whole? How would you describe employee's work effort?

Comments:

E. **RESOURCEFULNESS:**  Above Average  Average  Below Average  Unacceptable

Does employee develop constructive ideas and take the necessary steps to get the job done? Does employee meet changing conditions effectively? Does employee pitch in on emergency jobs? Can employee perform without detailed instruction?

Comments:

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F. **RELATIONSHIPS WITH PEOPLE:**  Above Average  Average  Below Average  Unacceptable

Is employee accepted by associates? Is employee willing to work for and with others? Does employee demonstrate leadership qualities? Is employee's written and oral expression effective?

Comments:

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G. **SUPERVISORY SKILLS:**  Above Average  Average  Below Average  Unacceptable

Does employee accept his/her supervisory responsibilities? Is employee's leadership accepted? Does employee inspire confidence?

Comments:

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H. **ADDITIONAL INFORMATION:** Include any recommendation for formal training. If a professional employee, please give estimate of his/her potential and staff development needs.

Comments:

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I. **I HAVE DISCUSSED THIS REPORT WITH THE EMPLOYEE.**

\_\_\_\_\_  
EMPLOYEE'S SIGNATURE

\_\_\_\_\_  
DATE

I recommend that this employee be: (Recommendation for termination must be fully explained above.)

Continued in Probation Status  Terminated  Retained

\_\_\_\_\_  
SUPERVISOR'S SIGNATURE

\_\_\_\_\_  
DATE

Approved  Disapproved

\_\_\_\_\_  
APPOINTING OFFICER'S SIGNATURE

\_\_\_\_\_  
DATE