

### NATIONAL ASSOCIATION OF POSTAL SUPERVISORS

National Headquarters 1727 KING STREET, SUITE 400 ALEXANDRIA, VA 22314-2753 (703) 836-9660

October 22, 2021

Board Memo 088-2021: USPS Updating PS Form 1750, Employee Evaluation and/or Probationary Report

Executive Board,

As a matter of general interest, USPS is updating PS Form 1750, *Employee Evaluation and/or Probationary Report*, to replace Social Security Numbers with EINs. These updates also reflect the different probationary periods found in the various Collective Bargaining Agreements. See attached for the revised (October 2021) PS Form 1750.

Please share this information with your membership.

Thank you and be safe.

**NAPS** Headquarters



DCT 06 2021

LABOR RELATIONS



October 4, 2021

Mr. Ivan Butts
President
National Association of Postal
Supervisors
1727 King Street, Suite 400
Alexandria, VA 22314-2753

Dear Mr. Butts:

As a matter of general interest, the Postal Service is updating PS Form 1750, *Employee Evaluation and/or Probationary Report*.

Revisions to PS Form 1750 will reflect the replacement of "Social Security Number" with "EIN" in the appropriate field, as well as corrections to general typos. Additionally, updates have been made to reflect the different probationary periods found in the various Collective Bargaining Agreements.

We have enclosed the following:

Two copies of PS Form 1750, Employee Evaluation and/or Probationary Report, one with and one without changes identified.

Please contact Bruce Nicholson at extension 7773 if you have any questions concerning this matter.

Sincerely,

David Mills Director

Labor Relations Policies and Programs

**Enclosures** 



POSTΔL SERVICE <sub>®</sub>											(Se	e In	struct	ions c	n Re	verse)
1. Employee's Name (First, MI, La	ast)					M.C. Access to page 12.0		2.	Emplo	yee <del>So</del> o	ial Se	curity	/Identif	cation	Numb	er
3. Title					4. 1	Pay Lo	ocation	5.	Appoi	ntment [	Date		6. Date Per	e Proba riod En		у
7a. Complete 30-Day Report By:	8a. (	Complete 6	0-Day Re	port By:	9a.	Com	plete 80	-Day	Repor	t By:	10a.	Con	nplete \	ear Er	nd Rep	ort By:
7b. Enter Factor Rating (O, S, U, N	O) 8b. [	Enter Factor	Rating (C	D, S, U, NO)	9b.	Enter	Factor	Rating	(O, S	, U, NO)	10b.	Ente	r Facto	r Rating	(O, S	U, NO)
ABCDEF_	A	_BC_	_DE	F	A_	_B	_c_	_D	_E	_F	A	_B	c_	_D	_E	_F
7c. Employee's Initials	8c. I	Employee's	Initials		9c.	Empl	oyee's I	nitials	5		10c.	Emp	oloyee's	Initials	3	
11.Supervisor's Signature and Dat <i>End</i> )	e (End of	Probationa	nry Period	or Year	12.	≣mplo	yee's S	ignati	ure and	d Date (i	Does i	Not II	ndicate	Agreei	ment)	
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Factor			Ex	camples	of S	atis	factor	у Ре	rforr	nance	Lev	els				
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B. Work Quality	Makes Perform	few errors on Swork whi	or mistake ch meets		tions	of the	positio	n.	e accu	racy and	d comi	oleter	ness of	the wo	rk perf	ormed.
	Comple Takes Reports	etes work as responsibili s to work or	ssignment by for com time.	ts without u pleting his/ ttendeance	nnec her o	essar	y super								•	
	Maintai Works	ns positive harmonious	working r	elationships hers in getti rkers, super	s with	e wor	k done.	with	whom	he/she	comes	into	contac	t.		
E. Work Methods	Consist	tently obser	ves prope	vork materia er safety rul al and/or wr	es ar	nd pra	ctices.	te ma	inner.				z			
F. Personal Conduct	Maintai Demon Demon	ns an appro strates a po strates a w	opriate ap ositive app illingness	a manner a pearance for proach towa to handle a poving from	or the ard w	e posi ork, c signm	tion. o-worke ents.	rs, ar	nd sup		,					
Have Expectations Been Jointly Di	scussed? Yes		No				Initial	s:			30			Nac.		
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Would You Recommend This Pers	on for Re Yes	9 <u>1-1-1</u> 9	ehire? No				Initial	s:	<u> </u>	on de seri						
Please Explain or Provide Addition	al Comme	ents Below							(Supe	ervisor)						

#### <u>Purpose</u>

You are to use this form to conduct required formal evaluation sessions during the career probationary period or transitional/casualnoncareer \_\_appointment \_\_evaluation (not applicable to except rural carrier associates/-leave replacements; see note below). The applicable formal sessions should be completed as listed above in accordance with the correlating Collective Bargaining Agreement (CBA) and Memorandum of Understanding (MOU). During a career 90-day probationary period, or a casual 90-day appointment, the required sessions include one initial meeting is required in addition to appropriate subsequent formal sessions. nand three evaluation sessions: (1) a 30-day session; (2) a 60-day session; and (3) an 80-day (final) session. The evaluationschedule for a transitional noncareer 35960 day appointment includes one initial meeting and four evaluation sessions: (1) a 30-day session; (2) a 60-day session; (3) an 80-day session; and (4) a 355-day (final) session.

These meetings are in addition to the frequent informal feedback necessary for successful management of the probationary period or appointment. The sessions are to be interactive meetings between you and the employee. The purpose of the first meeting is to outline the six performance factors included in the report. This first meeting is not an evaluation session. The purposes of the remaining sessions are: (1) to evaluate performance; (2) to provide ongoing feedback by developing specific plans to enhance performance levels or to correct deficiencies; and (3) to recommend for/against retention/rehire of employees.

#### **Evaluation**

#### Career Employees (Including Regular Rural Carriers):

A career employee is to be evaluated in the three\_applicable formal sessions as listed above in accordance with the correlating CBA and MOU. This report is used to conduct these evaluations during the 90-day probationary period only, and will not be used to evaluate a retained employee's future performance after that time.

The probationary period performance ratings must take into consideration that the employee being rated is new to the job. The performance levels of the new employee during the probationary period must not be compared with those of experienced employees. Instead, the examples of satisfactory performance levels on the front of this form should be benchmarks to evaluate job performance.

Temporary-Noncareer Employees -(not applicable to rural carrier associates/leave replacements,; see note below):

A casual employee is to be evaluated in the three formal sessions as listed above. After the first appointment, the casual employee is to be evaluated only at the end of each appointment in one formal session.

Transitional and mail handlerNoncareer casual employees are to be evaluated in the applicable four formal sessions as listed above in accordance with the correlating CBA and MOU. After the first appointment, these employees are to be evaluated only atthe end of each appointment in one formal session.

The evaluation of a transitional or casual noncareer employee (not applicable to rural carrier associates/leave replacements; see note below) is to be conducted by the employee's immediate supervisor. In cases where the transitional/casual noncareer employee does not have a regular work assignment, several supervisors knowledgeable about the employee's

performance must reach a consensus\_on the employee's job performance. The supervisor with primary responsibility for supervising the transitional/casualnoncareer employee (i.e., on-the-\_clock-\_time) must sign the evaluation\_nreport and ensure that the employee's ratings are accurate and objective. The performance levels of the new employee during the probationary period must not be compared with those of experienced employees.

Note: This form is not applicable to Rural rural Carrier carrier Aassociates/leave replacements. are excluded from such evaluations.

#### Procedure

Study the instructions and behavioral examples for the six performance factors on the front of this form. Prepare for the evaluations by obtaining documentation such as informal notes, input from other supervisors, or productivity numbers.

During each evaluation session for career and first appointment transitional/casual-noncareer employees (not applicable to rural carrier associates/leave replacements; see note below), evaluate the employee in terms of their demonstrated performance, which is Outstanding (O), Satisfactory (S), Unacceptable (U), or Not Observed (NO).

When the first session is completed, you and the employee <u>must</u> initial the line in the lower portion of the form to indicate that you have jointly discussed the performance expectations. After each evaluation session, the employee <u>must</u> initial the appropriate block in the upper portion of the form (block numbers 7c-10c) to indicate that you have conducted the corresponding evaluation session. The initialing indicates that the evaluation was reviewed, not that there is implicit agreement with the evaluation.

On the lower portion of the form, you must indicate whether you would recommend the employee for retention/rehire and initial the recommendation on the line indicated. Use the space provided in the lower portion of the form to write down specific supporting comments for the retention/rehire recommendation. At the conclusion of the final session, both you and the employee <u>must</u> sign the appropriate sections of the report (block numbers 11-12) to indicate that you have jointly conducted all\_of the <u>appropriate required</u> evaluation sessions. The employee's signature indicates that the final evaluation was reviewed, not that there is implicit agreement with the evaluation.

During the evaluation session for *subsequent appointments for transitional/easualnoncareer*—*employees*, evaluate the employee on the performance factors at the <u>end</u> of the appointment. Complete block numberss 9 (casual) or 10, (transitional) and 11 and 12, in addition to the performance expectations and retention/rehire questions on the lower portion of the form.

#### **Processing**

After the final evaluation session, distribute the completed form as indicated: page 1 to the designated postal official, page 2 to the employee, and page 3 in your files. Proper privacy safeguards must be provided for these reports.

Any position requiring driving duties must include a driving performance expectation; a completed PS Form 4584, Observations of Driving Practices, must be attached to this form before forwarding to the postal designee at the final session.



(See Instructions on Reverse)

Note: If separation is recommended, this form must be forwarded to the designated postal official immediately to allow sufficient processing time in accordance with the outlined established probationary periods found in the correlating \_CBA, MOU and/\_or Questions and Answers. (particularyparticularly at the 80 day session forcareer and most casual employees, and at the 355 day session for transitional and mail handler casual employees). An employee who is to be separated for scheme failure must be given at least a seven (7) days notice of such intent. If the employee qualifies on the scheme within the notice period, the employee cannot be separated for prior scheme failure.

Instructions for Superviso	re/Managere				
Employee's Name (First, MI, La	IDUDNI DE MANDE DE LA CONTRACTOR DE LA C		2. Employee Soc	ial Security	yldentification Number
3. Title		4. Pay Location	5. Appointment D	ate	Date Probationary     Period Ends
7a. Complete 30-Day Report By:	8a. Complete 60-Day Report By:	9a. Complete 80-I	Day Report By:	10a. Con	nplete Year End Report By
7b. Enter Factor Rating (O, S, U, NO	O) 8b. Enter Factor Rating (O, S, U, NO)	9b. Enter Factor R	ating (O. S. U. NO)	10b. Ente	er Factor Rating (O, S, U, NO
A B C D E F		Test the test	D E F		CDEF
7c. Employee's Initials	8c. Employee's Initials				
76. Employee's illitials	oc. Employee's initials	9c. Employee's In	itiais	10c. Emp	oloyee's Initials
11.Supervisor's Signature and Date <i>End</i> )	e (End of Probationary Period or Year	12.Employee's Sig	nature and Date (L	Does Not I	ndicate Agreement)
UNACCEPTABLE. Please indicate letters (O, S, or U) in the boxes in relevant to the position which you a  O = OUTSTANDIN		FACTORY, or UNAC bserved how this p U = UNACCEP	CCEPTABLE for exersion performed of the control of	ach factor n a given 0 = NOT	by entering the appropriat
Factor	Examples	of Satisfactory	Performance	Levels	
	Works at a sufficient speed to keep up value Accomplishes tasks in an efficient and to Makes productive use of time when communities few errors or mistakes.	timely manner.		e position.	
	Performs work which meets the expectat				
	Works in a careful, alert, and conscientio			complete	ness of the work performed
C. Dependability	Completes work assignments without ur Takes responsibility for completing his/h		sion.		
	Reports to work on time.				
D.W. 1.D.1.	Demonstrates satisfactory attendeance.		101100000000000000000000000000000000000		
D. Work Relations	Maintains positive working relationships Works harmoniously with others in getting				
			ith whom he/she o	omes into	contact.
E. Work Methods	Handles equipment and/or work materia		manner.		
	Consistently observes proper safety rule				
F. Personal Conduct	Understands and follows oral and/or write Conducts himself/herself in a manner approximately the conduct himself/herself		rk notting		
I. Fersonal Conduct	Maintains an appropriate appearance for		rk setting.		
	Demonstrates a positive approach towa	rd work, co-workers	, and supervisors.		
	Demonstrates a willingness to handle al				
	Demonstrates flexibility in moving from	one task to another	as needed.		
Have Expectations Been Jointly Dis	cussed?				
	Yes	Initials:	(Supervisor)	(Empi	loyee)
Would You Recommend This Perso		0.00.00			
	Yes No	Initials:	(Supervisor)		
Please Explain or Provide Additiona	Il Comments Below:		(Supervisor)		



(See Instructions on Reverse)

#### Purpose

You are to use this form to conduct required formal evaluation sessions during the career probationary period or transitional/casualnoncareer appointment evaluation (not applicable to rural carrier associates/leave replacements; see note below).— The applicable formal sessions should be completed as listed above in accordance with the correlating Collective Bargaining Agreement (CBA) and Memorandum of Understanding (MOU). During a -a career 90-day probationary period or a casual 90 day appointment, the required sessions include one initial meeting is required in addition to appropriate subsequent formal sessions. and three evaluation sessions: (1) a 30-day session; (2) a 60-day session; and (3) an 80-day (final) session. The evaluation schedule for a transitional 359-day appointment includes one initial meeting and four evaluation sessions: (1) a 30-day session; (2) a 60-day session; (3) an 80day session; and (4) a355-day (final) session.

These meetings are in addition to the frequent informal feedback necessary for successful management of the probationary period or appointment. The sessions are to be interactive meetings between you and the employee. The purpose of the first meeting is to outline the six performance factors included in the report. This first meeting is not an evaluation session. The purposes of the remaining sessions are: (1) to evaluate performance; (2) to provide ongoing feedback by developing specific plans to enhance performance levels or to correct deficiencies; and (3) to recommend for/against retention/rehire of employees.

#### Evaluation

#### Career Employees (Including Regular Rural Carriers):

A *career* employee is to be evaluated in the three applicable formal sessions as listed above in accordance with the correlating CBA and MOU. This report is used to conduct these evaluations during the 90-day probationary period only; and will not be used to evaluate a retained employee's future performance after that time.

The probationary period performance ratings must take into consideration that the employee being rated is new to the job. The performance levels of the new employee during the probationary period must not be compared with those of experienced employees. Instead, the examples of satisfactory performance levels on the front of this form should be benchmarks to evaluate job performance.

Temporary Noncareer Employees (not applicable to rural carrier associates/leave replacements;; see note below):

A casual employee is to be evaluated in the three formal sessions as listed above. After the first appointment, the casual employee is to be evaluated only at the end of each appointment in one formal session.

Transitional and mail handler casualNoncareer employees are to be evaluated in the four applicable formal sessions as listed above in accordance with the correlating CBA and MOU. After the first appointment, these employees are to be evaluated only at the end of each appointment in one formal session.

The evaluation of a transitional or casualnoncareer employee (not applicable to rural carrier associates/leave replacements; see note below) is to be conducted by the employee's immediate supervisor. In cases where the transitional/casual employeenoncareer employee does not have a regular work assignment, several supervisors knowledgeable about the employee's performance must reach a consensus on the

employee's job performance. The supervisor with primary responsibility for supervising the transitional noncareer /casual employee (i.e., on-the-clock-time) must sign the evaluation report and ensure that the-employee's-ratings are accurate and objective. The performance levels of the new employee during the probationary period must not be compared with those of experienced employees.

Note: This form is not applicable to Rural rural Carrier Carrier Aassociates/leave replacements are excluded from such evaluations.

#### **Procedure**

Study the instructions and behavioral examples for the six performance factors on the front of this form. Prepare for the evaluations by obtaining documentation such as informal notes, input from other supervisors, or productivity numbers.

During each evaluation session for career and first appointment transitional noncareer / casual employees (not applicable to rural carrier associates/leave replacements; see note below), evaluate the employee in terms of their demonstrated performance which is Outstanding (O), Satisfactory (S), Unacceptable (U), or Not Observed (NO).

When the first session is completed, you and the employee <u>must</u> initial the line in the lower portion of the form to indicate that you have jointly discussed the performance expectations. After each evaluation session, the employee <u>must</u> initial the appropriate block in the upper portion of the form (block numbers 7c-10c) to indicate that you have conducted the corresponding evaluation session. The initialing indicates that the evaluation was reviewed, not that there is implicit agreement with the evaluation.

On the lower portion of the form, you must indicate whether you would recommend the employee for retention/rehire and initial the recommendation on the line indicated. Use the space provided in the lower portion of the form to write down specific supporting comments for the retention/rehire recommendation. At the conclusion of the final session, both you and the employee must sign the appropriate sections of the report (block numbers 11-12) to indicate that you have jointly conducted all of the required evaluation sessions. The employee's signature indicates that the final evaluation was reviewed, not that there is implicit agreement with the evaluation.

During the evaluation session for *subsequent appointments for transitional\_noncareer* /*casual employees*, evaluate the employee on the performance factors at the <u>end</u> of the appointment. Complete block numbers 9 (casual) or 10 (transitional) and 11-12, in addition to the performance expectations and retention/rehire questions on the lower portion of the form.

#### **Processing**

After the final evaluation session, distribute the completed of form as indicated: page 1 to the designated postal official, page 2 to the employee, and page 3 in your files. Proper privacy safeguards must be provided for these reports.

Any position requiring driving duties must include a driving performance expectation; a completed PS Form 4584, Observations of Driving Practices, must be attached to this form before forwarding to the postal designee at the final session.

Note: If separation is recommended, this form must be

forwarded to the designated postal official immediately to allow sufficient processing time (particulary at the 80 day session forcareer and most casual employees and at the 355-day session for transitional and mail handler casual employees)in accordance with the established probationary periods found in the correlating CBA, MOU, and/or Questions and Answers. An employee who is to be separated for scheme failure must be given at least a seven (7) days notice of such intent. If the employee qualifies on the scheme within the notice period, the employee\_cannot be separated for prior scheme failure.



UNITED STATES POSTAL SERVICE	Employe	ee Evaluati	on and/or		ationary Report
Employee's Name (First, MI,			2. Employee Soc		tyldentification Number
3. Title		4. Pay Location	5. Appointment D	ate	6. Date Probationary Period Ends
7a. Complete 30-Day Report B	y: 8a. Complete 60-Day Report By:	9a. Complete 80-I	Day Report By:	10a. Cor	mplete Year End Report By:
7b. Enter Factor Rating (O, S, U,	NO) 8b. Enter Factor Rating (O, S, U, NO)	9b. Enter Factor R	ating (O, S, U, NO)	10b. Ente	er Factor Rating (O, S, U, NO)
ABCDEF	FABCDEF	ABCI	DEF	AB_	CDEF
7c. Employee's Initials	8c. Employee's Initials	9c. Employee's In	itials	10c. Em	ployee's Initials
11.Supervisor's Signature and E End)	Date (End of Probationary Period or Year	12.Employee's Sig	nature and Date (L	Does Not I	Indicate Agreement)
at the SATISFACTORY level. T described at the SATISFACTOR UNACCEPTABLE. Please indic letters (O, S, or U) in the boxes relevant to the position which yo	which you are to evaluate the employee. New These are provided as reference points for any level would be rated OUTSTANDING, while ate your rating of OUTSTANDING, SATISF in items 7b through 10b. If you have not ou are rating, enter "NO" (NOT OBSERVED)	evaluating performate substaction performance substactions. ACTORY, or UNACT bserved how this p	ance. Performance stantially below the CCEPTABLE for ea erson performed o	substant SATISFA ach factor n a given	ially above the performance ICTORY level would be rated by entering the appropriate factor, or if the factor is not
O = OUTSTAND	DING S = SATISFACTORY	U = UNACCEP	IABLE NO	) = NO1	OBSERVED
Factor	Examples	of Satisfactory	Performance	Levels	
A. Work Quantity	■ Works at a sufficient speed to keep up v		work required by th	e position	
	Accomplishes tasks in an efficient and t				
B. Work Quality	<ul><li>Makes productive use of time when con</li><li>Makes few errors or mistakes.</li></ul>	npieting assignment	IS.		
. Work equality	- Manos ICW CITOTS OF HIIStanes.				

Factor		Example	es of Satisfactory P	Performance Levels			
A. Work Quantity	■ Works a	t a sufficient speed to keep	up with the amount of wo	ork required by the position.			
(A)	■ Accomp	lishes tasks in an efficient a	nd timely manner.				
	■ Makes p	roductive use of time when	completing assignments.	·			
B. Work Quality	■ Makes fe	ew errors or mistakes.					
	■ Performs	s work which meets the expe	ctations of the position.				
	■ Works in	a careful, alert, and conscie	ntious manner to ensure t	the accuracy and completeness of the work performed			
C. Dependability	■ Complet	es work assignments withou	ut unnecessary supervisio	on.			
	■ Takes re	esponsibility for completing h	nis/her own work.				
	■ Reports	to work on time.					
	■ Demons	trates satisfactory attendear	nce.				
D. Work Relations	Maintain	s positive working relations	hips with others.				
	■ Works h	armoniously with others in g	etting the work done.				
				h whom he/she comes into contact.			
E. Work Methods		equipment and/or work mat		nanner.			
	Consiste	ently observes proper safety	rules and practices.				
		ands and follows oral and/or					
F. Personal Conduct		s himself/herself in a manne		setting.			
		Maintains an appropriate appearance for the position.					
	Demonstrates a positive approach toward work, co-workers, and supervisors.						
		trates a willingness to handl					
	Demons	trates flexibility in moving fro	om one task to another as	s needed.			
	F: 10						
Have Expectations Been Jointly	bearing the second		W1000 II				
	☐ Yes	☐ No	Initials:				
				(Supervisor) (Employee)			
Would You Recommend This F	erson for Rete	ention or Rehire?					
- menoniment of the control of the c	☐ Yes	□ No	Initials:				
	_ , , ,		midals.	(Supervisor)			
Please Explain or Provide Addi	itional Commer	nts Below:		1			

#### **Purpose**

You are to use this form to conduct required formal evaluation sessions during the career probationary period or transitional/casualnoncareer appointment evaluation (not applicable to rural carrier associates/leave replacements; see note below). The applicable formal sessions should be completed as listed above in accordance with the correlating Collective Bargaining Agreement (CBA) and Memorandum of Understanding (MOU). During a probationary period or a casual 90-day appointment, one initial meeting is required in addition to appropriate subsequent formal sessions.

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#### **Evaluation**

#### Career Employees (Including Regular Rural Carriers):

A career employee is to be evaluated in the <u>applicable</u> formal sessions as listed above in accordance with the correlating CBA and MOU. This report is used to conduct these evaluations during the *probationary* period only, and will not be used to evaluate a retained employee's future performance after that time.

The probationary period performance ratings must take into consideration that the employee being rated is new to the job. The performance levels of the new employee during the probationary period must not be compared with those of experienced employees. Instead, the examples of satisfactory performance levels on the front of this form should be benchmarks to evaluate job performance.

Temporary-Noncareer Employees (not applicable to rural carrier associates/leave replacements;; see note below):

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experienced employees.

<u>Note:</u> This form is not applicable to <u>Rural\_rural\_Ccarrier</u> <u>Aassociates/leave replacements.</u>

#### **Procedure**

Study the instructions and behavioral examples for the six performance factors on the front of this form. Prepare for the evaluations by obtaining documentation such as informal notes, input from other supervisors, or productivity numbers.

During each evaluation session for career and first appointment transitional/casualnoncareer employees (not applicable to rural carrier associates/leave replacements; see note below), evaluate the employee in terms of their demonstrated performance which is Outstanding (O), Satisfactory (S), Unacceptable (U), or Not Observed (NO).

When the first session is completed, you and the employee <u>must</u> initial the line in the lower portion of the form to indicate that you have jointly discussed the performance expectations. After each evaluation session, the employee <u>must</u> initial the appropriate block in the upper portion of the form (block numbers 7c-10c) to indicate that you have conducted the corresponding evaluation session. The initialing indicates that the evaluation was reviewed, not that there is implicit agreement with the evaluation.

On the lower portion of the form, you must indicate whether you would recommend the employee for retention/rehire and initial the recommendation on the line indicated. Use the space provided in the lower portion of the form to write down specific supporting comments for the retention/rehire recommendation. At the conclusion of the final session, both you and the employee must sign the appropriate sections of the report (block numbers 11-12) to indicate that you have jointly conducted all of the required evaluation sessions. The employee's signature indicates that the final evaluation was reviewed, not that there is implicit agreement with the evaluation.

During the evaluation session for subsequent appointments for transitional noncareer /casual employees, evaluate the employee on the performance factors at the end of the appointment. Complete block numbers 9 (casual) or 10 (transitional) and 11-12, in addition to the performance expectations and retention/rehire questions on the lower portion of the form.

#### Processing

After the final evaluation session, distribute the completed form as indicated: page 1 to the designated postal official,page 2 to the employee, and page 3 in your files. Proper privacy safeguards must be provided for these reports.

Any position requiring driving duties must include a driving performance expectation; a completed PS Form 4584, Observations of Driving Practices, must be attached to this form before forwarding to the postal designee at the final session.

Note: If separation is recommended, this form must be forwarded to the designated postal official immediately to allow sufficient processing time in accordance with the established probationary periods found in the correlating CBA, MOU, and/or Questions and Answers(particulary at the 80-day session for career and most casual employees and at the 355-day session for transitional and mail handler casual employees). An employee who is to be separated for scheme failure must be



# Employee Evaluation and/or Probationary Report (See Instructions on Reverse)

UNITED STATES
POSTAL SERVICE 

given at least a seven (7) days notice of such intent. If the employee qualifies on the scheme within the notice period, the employee ecannot be separated for prior scheme failure.

PS Form 1750, August AugustOctober



(See Instructions on Reverse)

1. Employee's Name (First, MI, Last)		2. Employee Identification Number				
3. Title		4. Pay Location	5. Appointment D	Date	6. Date Probationary Period Ends	
7a. Complete 30-Day Report By:	8a. Complete 60-Day Report By:	9a. Complete 80-D	ay Report By:	10a. Cor	mplete Year End Report By:	
7b. Enter Factor Rating (O, S, U, NO)	8b. Enter Factor Rating (O, S, U, NO)	9b. Enter Factor Ra	iting (O, S, U, NO)	10b. Ent	er Factor Rating (O, S, U, NO)	
A_B_C_D_E_F_	A_B_C_D_E_F_	A_B_C_C	)EF	AB_	CDEF	
7c. Employee's Initials	8c. Employee's Initials	9c. Employee's Ini	tials	10c. Em	ployee's Initials	
11.Supervisor's Signature and Date (EEnd)	End of Probationary Period or Year	12.Employee's Sign	nature and Date (I	Does Not	Indicate Agreement)	

Listed below are the factors on which you are to evaluate the employee. Next to each factor are examples of behaviors that would describe performance at the SATISFACTORY level. These are provided as reference points for evaluating performance. Performance substantially above the performance described at the SATISFACTORY level would be rated OUTSTANDING, while performance substantially below the SATISFACTORY level would be rated UNACCEPTABLE. Please indicate your rating of OUTSTANDING, SATISFACTORY, or UNACCEPTABLE for each factor by entering the appropriate letters (O, S, or U) in the boxes in items 7b through 10b. If you have not observed how this person performed on a given factor, or if the factor is not relevant to the position which you are rating, enter "NO" (NOT OBSERVED).

#### O = OUTSTANDING

S = SATISFACTORY

U = UNACCEPTABLE

NO = NOT OBSERVED

Factor		Example	es of Satisfactory Performance Levels				
A. Work Quantity			up with the amount of work required by the position.				
	■ Accompl	ishes tasks in an efficient a	nd timely manner.				
	■ Makes p	roductive use of time when	completing assignments.				
B. Work Quality		w errors or mistakes.					
	■ Performs	work which meets the expe	ectations of the position.				
	■ Works in	a careful, alert, and conscie	entious manner to ensure the accuracy and completeness of the work perform				
C. Dependability	■ Complete	es work assignments withou	ut unnecessary supervision.				
	■ Takes re	sponsibility for completing h	his/her own work.				
	Reports t	to work on time.					
	■ Demonst	rates satisfactory attendance	ce.				
D. Work Relations	■ Maintain:	s positive working relationsl	hips with others,				
	■ Works ha	armoniously with others in g	retting the work done.				
	■ Coopera	tes well with co-workers, su	pervisors, and others with whom he/she comes into contact.				
E. Work Methods			terials in an appropriate manner.				
		ntly observes proper safety					
	Understa	inds and follows oral and/or	written instructions.				
F. Personal Conduct			er appropriate to the work setting.				
	Maintains an appropriate appearance for the position.						
	Demonstrates a positive approach toward work, co-workers, and supervisors.						
	Demonstrates a willingness to handle all assignments.						
	Demonst	rates flexibility in moving fro	om one task to another as needed.				
M. F. S. W. M. B. C. L. M.							
Have Expectations Been Joint	-	<b>—</b>					
	☐ Yes	□ No	Initials:				
			(Supervisor) (Employee)				
Would You Recommend This	Dereon for Data	ntion or Pohiro?					
Would fou Recommend This							
	☐ Yes	□ No	Initials:				
Please Explain or Provide Add			(Supervisor)				

#### **Purpose**

You are to use this form to conduct required formal evaluation sessions during the career probationary period or noncareer appointment evaluation (not applicable to rural carrier associates/leave replacements; see note below). The applicable formal sessions should be completed as listed above in accordance with the correlating Collective Bargaining Agreement (CBA) and Memorandum of Understanding (MOU). During a probationary period, one initial meeting is required in addition to appropriate subsequent formal sessions.

These meetings are in addition to the frequent informal feedback necessary for successful management of the probationary period or appointment. The sessions are to be interactive meetings between you and the employee. The purpose of the first meeting is to outline the six performance factors included in the report. This first meeting is not an evaluation session. The purposes of the remaining sessions are: (1) to evaluate performance; (2) to provide ongoing feedback by developing specific plans to enhance performance levels or to correct deficiencies; and (3) to recommend for/against retention/rehire of employees.

#### **Evaluation**

#### Career Employees (Including Regular Rural Carriers):

A career employee is to be evaluated in the applicable formal sessions as listed above in accordance with the correlating CBA and MOU. This report is used to conduct these evaluations during the *probationary* period only and will not be used to evaluate a retained employee's future performance after that time.

The probationary period performance ratings must take into consideration that the employee being rated is new to the job. The performance levels of the new employee during the probationary period must not be compared with those of experienced employees. Instead, the examples of satisfactory performance levels on the front of this form should be benchmarks to evaluate job performance.

# Noncareer Employees (not applicable to rural carrier associates/leave replacements; see note below):

Noncareer employees are to be evaluated in the applicable formal sessions as listed above in accordance with the correlating CBA and MOU. After the first appointment, these employees are to be evaluated only at the end of each appointment in one formal session.

The evaluation of a noncareer employee (not applicable to rural carrier associates/leave replacements; see note below) is to be conducted by the employee's immediate supervisor. In cases where the noncareer employee does not have a regular work assignment, several supervisors knowledgeable about the employee's performance must reach a consensus on the employee's job performance. The supervisor with primary responsibility for supervising the noncareer employee (i.e., on the clock) must sign the evaluation report and ensure that the employee's ratings are accurate and objective. The performance levels of the new employee during the probationary period must not be compared with those of experienced employees.

Note: This form is not applicable to rural carrier associates/leave replacements.

#### **Procedure**

Study the instructions and behavioral examples for the six performance factors on the front of this form. Prepare for the evaluations by obtaining documentation such as informal notes, input from other supervisors, or productivity numbers.

During each evaluation session for career and first appointment noncareer employees (not applicable to rural carrier associates/leave replacements; see note below), evaluate the employee in terms of their demonstrated performance, which is Outstanding (O), Satisfactory (S), Unacceptable (U), or Not Observed (NO).

When the first session is completed, you and the employee <u>must</u> initial the line in the lower portion of the form to indicate that you have jointly discussed the performance expectations. After each evaluation session, the employee <u>must</u> initial the appropriate block in the upper portion of the form (block numbers 7c-10c) to indicate that you have conducted the corresponding evaluation session. The initialing indicates that the evaluation was reviewed, not that there is implicit agreement with the evaluation.

On the lower portion of the form, you must indicate whether you would recommend the employee for retention/rehire and initial the recommendation on the line indicated. Use the space provided in the lower portion of the form to write down specific supporting comments for the retention/rehire recommendation. At the conclusion of the final session, both you and the employee <u>must</u> sign the appropriate sections of the report (block numbers 11-12) to indicate that you have jointly conducted all of the required evaluation sessions. The employee's signature indicates that the final evaluation was reviewed, not that there is implicit agreement with the evaluation.

During the evaluation session for *subsequent appointments for noncareer employees*, evaluate the employee on the performance factors at the <u>end</u> of the appointment. Complete block numbers 10-12 in addition to the performance expectations and retention/rehire questions on the lower portion of the form.

#### **Processing**

After the final evaluation session, distribute the completed form as indicated: page 1 to the designated postal official, page 2 to the employee, and page 3 in your files. Proper privacy safeguards must be provided for these reports.

Any position requiring driving duties must include a driving performance expectation; a completed PS Form 4584, Observation of Driving Practices, must be attached to this form before forwarding to the postal designee at the final session.

**Note:** If separation is recommended, this form must be forwarded to the designated postal official immediately to allow sufficient processing time in accordance with the established probationary periods found in the correlating CBA, MOU and/or Questions and Answers. An employee who is to be separated for scheme failure must be given at least a seven (7) day notice of such intent. If the employee qualifies on the scheme within the notice period, the employee cannot be separated for prior scheme failure.



POSIAL SERVICE ®				(See II	nstructions on Reverse)	
1. Employee's Name (First, MI, Last)	2. Employee Identification Number					
3. Title		4. Pay Location	5. Appointment D	Date	6. Date Probationary Period Ends	
7a. Complete 30-Day Report By:	8a. Complete 60-Day Report By:	9a. Complete 80-l	Day Report By:	10a. Cor	 mplete Year End Report By:	
7b. Enter Factor Rating (O, S, U, NO)	8b. Enter Factor Rating (O, S, U, NO)	9b. Enter Factor R	ating (O, S, U, NO)	10b. Enti	er Factor Rating (O, S, U, NO)	
A_B_C_D_E_F_	A_B_C_D_E_F_	ABC	DEF	AB_	CDEF	
7c. Employee's Initials	8c. Employee's Initials	9c. Employee's In	itials	10c. Em	ployee's Initials	
11.Supervisor's Signature and Date (i End)	End of Probationary Period or Year	12.Employee's Sig	gnature and Date (I	Does Not i	Indicate Agreement)	
Listed below are the factors on which	you are to evaluate the employee. Ne	xt to each factor are	e examples of beha	viors that	would describe performance	

at the SATISFACTORY level. These are provided as reference points for evaluating performance. Performance substantially above the performance described at the SATISFACTORY level would be rated OUTSTANDING, while performance substantially below the SATISFACTORY level would be rated UNACCEPTABLE. Please indicate your rating of OUTSTANDING, SATISFACTORY, or UNACCEPTABLE for each factor by entering the appropriate letters (O, S, or U) in the boxes in items 7b through 10b. If you have not observed how this person performed on a given factor, or if the factor is not relevant to the position which you are rating, enter "NO" (NOT OBSERVED).

O - OUTSTANDING

Factor		Examples of Satisfactory Performance Levels						
A. Work Quantity	tity Works at a sufficient speed to keep up with the amount of work required by the position							
•		lishes tasks in an efficient a			•			
	■ Makes p	productive use of time wher	completing assignments.					
B. Work Quality	■ Makes fe	ew errors or mistakes.						
-	■ Perform	s work which meets the exp	ectations of the position.		•			
	■ Works in	n a careful, alert, and consci	entious manner to ensure t	he accuracy and o	completeness of the work performed			
C. Dependability		tes work assignments witho						
•	■ Takes re	esponsibility for completing	his/her own work.					
	■ Reports	to work on time.						
	■ Demons	trates satisfactory attendar	ice.					
D. Work Relations	■ Maintair	s positive working relations	ships with others,					
	■ Works harmoniously with others in getting the work done.							
	■ Coopera	ates well with co-workers, s	upervisors, and others witl	n whom he/she co	mes into contact.			
E. Work Methods	■ Handles	equipment and/or work ma	terials in an appropriate m	nanner.				
	Consistently observes proper safety rules and practices.							
		ands and follows oral and/o						
F. Personal Conduct		s himself/herself in a mann		setting.				
	Maintains an appropriate appearance for the position.							
	Demonstrates a positive approach toward work, co-workers, and supervisors.							
	Demonstrates a willingness to handle all assignments.							
	■ Demons	trates flexibility in moving f	rom one task to another as	needed.				
Have Expectations Been Joint	Hy Dienugood?							
Have Expediations Deen John	∏ Yes	∏ No	Lucket and a					
	□ res	[_] M0	Initials:	(Oi	/F11			
				(Supervisor)	(Employee)			
Would You Recommend This	Person for Rete	ention or Rehire?						
	☐ Yes	□No	Initials:					
		<del></del>		(Supervisor)				

#### <u>Purpose</u>

You are to use this form to conduct required formal evaluation sessions during the career probationary period or noncareer appointment evaluation (not applicable to rural carrier associates/leave replacements; see note below). The applicable formal sessions should be completed as listed above in accordance with the correlating Collective Bargaining Agreement (CBA) and Memorandum of Understanding (MOU). During a probationary period, one initial meeting is required in addition to appropriate subsequent formal sessions.

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When the first session is completed, you and the employee <u>must</u> initial the line in the lower portion of the form to indicate that you have jointly discussed the performance expectations. After each evaluation session, the employee <u>must</u> initial the appropriate block in the upper portion of the form (block numbers 7c-10c) to indicate that you have conducted the corresponding evaluation session. The initialing indicates that the evaluation was reviewed, not that there is implicit agreement with the evaluation.

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**Note:** This form is not applicable to rural carrier associates/leave replacements.



1. Employee's Name (First, MI, Last)				2. Employee Identification Number			
3. Title		4. Pay Location	5. Appointment I	Date	6. Date Probationary Period Ends		
7a. Complete 30-Day Report By:	8a. Complete 60-Day Report By:	9a. Complete 80-	L Day Report By:	10a. Cor	pplete Year End Report By:		
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A_B_C_D_E_F_	ABCDEF	ABC	DEF	AB_	CDEF		
7c. Employee's Initials	8c. Employee's Initials	9c. Employee's In	itials	10c. Em	ployee's Initials		
11.Supervisor's Signature and Date (I End)	End of Probationary Period or Year	12.Employee's Siç	gnature and Date (	Does Not	Indicate Agreement)		

Listed below are the factors on which you are to evaluate the employee. Next to each factor are examples of behaviors that would describe performance at the SATISFACTORY level. These are provided as reference points for evaluating performance. Performance substantially above the performance described at the SATISFACTORY level would be rated OUTSTANDING, while performance substantially below the SATISFACTORY level would be rated UNACCEPTABLE. Please indicate your rating of OUTSTANDING, SATISFACTORY, or UNACCEPTABLE for each factor by entering the appropriate letters (O, S, or U) in the boxes in items 7b through 10b. If you have not observed how this person performed on a given factor, or if the factor is not relevant to the position which you are rating, enter "NO" (NOT OBSERVED).

A. Work Quantity    Works at a sufficient speed to keep up with the amount of work required by the position.   Accomplishes tasks in an efficient and timely manner.   Makes productive use of time when completing assignments.   Makes few errors or mistakes.   Performs work which meets the expectations of the position.   Works in a careful, alert, and conscientious manner to ensure the accuracy and completeness of the work performed.   C. Dependability	Factor	Examples of Satisfactory Performance Levels						
■ Accomplishes tasks in an efficient and timely manner. ■ Makes productive use of time when completing assignments.  ■ Makes few errors or mistakes. ■ Performs work which meets the expectations of the position. ■ Works in a careful, alert, and conscientious manner to ensure the accuracy and completeness of the work performed.  C. Dependability ■ Completes work assignments without unnecessary supervision. ■ Takes responsibility for completing his/her own work. ■ Reports to work on time. ■ Demonstrates satisfactory attendance. ■ Demonstrates satisfactory attendance. ■ Maintains positive working relationships with others. ■ Works harmoniously with others in getting the work done. ■ Cooperates well with co-workers, supervisors, and others with whom he/she comes into contact.  E. Work Methods ■ Handles equipment and/or work materials in an appropriate manner. ■ Consistently observes proper safety rules and practices. ■ Understands and follows oral and/or written instructions. ■ Understands and follows oral and/or written instructions. ■ Demonstrates a positive appearance for the position. ■ Demonstrates a positive approach toward work, co-workers, and supervisors. ■ Demonstrates a willingness to handle all assignments. ■ Demonstrates a willingness to handle all assignments. ■ Demonstrates a positive approach toward work, co-workers, and supervisors. ■ Demonstrates a positive approach toward work, co-workers, and supervisors. ■ Demonstrates a positive approach toward work, co-workers, and supervisors. ■ Demonstrates a positive approach toward work, co-workers, and supervisors. ■ Demonstrates a positive approach toward work, co-workers, and supervisors. ■ Demonstrates a positive approach toward work, co-workers, and supervisors. ■ Demonstrates a positive approach toward work, co-workers, and supervisors. ■ Demonstrates a positive approach toward work, co-workers, and supervisors. ■ Demonstrates a positive approach toward work, co-workers, and supervisors. ■ Demonstrates approach toward work, co-workers, and superviso	A. Work Quantity	■ Works at	a sufficient speed to ke	ep up with the amount	of work requi	ired by the	e position,	
B. Work Quality    Makes few errors or mistakes.	-				•	•	•	
Performs work which meets the expectations of the position.  Works in a careful, alert, and conscientious manner to ensure the accuracy and completeness of the work performed.  C. Dependability  Completes work assignments without unnecessary supervision.  Takes responsibility for completing his/her own work.  Reports to work on time.  Demonstrates satisfactory attendance.  Maintains positive working relationships with others.  Works harmoniously with others in getting the work done.  Cooperates well with co-workers, supervisors, and others with whom he/she comes into contact.  Handles equipment and/or work materials in an appropriate manner.  Consistently observes proper safety rules and practices.  Understands and follows oral and/or written instructions.  F. Personal Conduct  Conducts himself/herself in a manner appropriate to the work setting.  Maintains an appropriate appearance for the position.  Demonstrates a positive approach toward work, co-workers, and supervisors.  Demonstrates a willingness to handle all assignments.  Demonstrates flexibility in moving from one task to another as needed.  Have Expectations Been Jointy Discussed?  Yes   No   Initials:    Verificial   Veri		■ Makes pr	oductive use of time wh	en completing assignn	nents.			
Works in a careful, alert, and conscientious manner to ensure the accuracy and completeness of the work performed.  C. Dependability  Completes work assignments without unnecessary supervision.  Takes responsibility for completing his/her own work.  Reports to work on time.  Demonstrates satisfactory attendance.  Maintains positive working relationships with others.  Work Relations  Maintains positive working relationships with others.  Work Methods  Handles equipment and/or work materials in an appropriate manner.  Consistently observes proper safety rules and practices.  Understands and follows oral and/or written instructions.  F. Personal Conduct  Maintains an appropriate appearance for the position.  Demonstrates a positive approach toward work, co-workers, and supervisors.  Demonstrates a willingness to handle all assignments.  Demonstrates flexibility in moving from one task to another as needed.  Have Expectations Been Jointty Discussed?  Yes   No   Initials:  [Employee]  Would You Recommend This Person for Retention or Rehire?  Yes   No   Initials:	B. Work Quality	■ Makes fe	w errors or mistakes.					
C. Dependability    Completes work assignments without unnecessary supervision.   Takes responsibility for completing his/her own work.   Reports to work on time.   Demonstrates satisfactory attendance.   D. Work Relations	-	■ Performs	work which meets the ex	cpectations of the posi	ition.			
C. Dependability    Completes work assignments without unnecessary supervision.   Takes responsibility for completing his/her own work.   Reports to work on time.   Demonstrates satisfactory attendance.   D. Work Relations		■ Works in a	a careful, alert, and cons	cientious manner to er	nsure the acci	uracy and	completeness of the work perfo	
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D. Work Relations    Maintains positive working relationships with others.   Works harmoniously with others in getting the work done.   Cooperates well with co-workers, supervisors, and others with whom he/she comes into contact.   Handles equipment and/or work materials in an appropriate manner.   Consistently observes proper safety rules and practices.   Understands and follows oral and/or written instructions.   Conducts himself/herself in a manner appropriate to the work setting.   Maintains an appropriate appearance for the position.   Demonstrates a positive approach toward work, co-workers, and supervisors.   Demonstrates a willingness to handle all assignments.   Demonstrates flexibility in moving from one task to another as needed.   Have Expectations Been Jointly Discussed?   Yes		1						
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Cooperates well with co-workers, supervisors, and others with whom he/she comes into contact.  Handles equipment and/or work materials in an appropriate manner. Consistently observes proper safety rules and practices. Understands and follows oral and/or written instructions.  Conducts himself/herself in a manner appropriate to the work setting. Maintains an appropriate appearance for the position. Demonstrates a positive approach toward work, co-workers, and supervisors. Demonstrates a willingness to handle all assignments. Demonstrates flexibility in moving from one task to another as needed.  Have Expectations Been Jointly Discussed? Yes No Initials:  [Supervisor] (Employee)	D. Work Relations							
E. Work Methods    Handles equipment and/or work materials in an appropriate manner.   Consistently observes proper safety rules and practices.   Understands and follows oral and/or written instructions.   Conducts himself/herself in a manner appropriate to the work setting.   Maintains an appropriate appearance for the position.   Demonstrates a positive approach toward work, co-workers, and supervisors.   Demonstrates a willingness to handle all assignments.   Demonstrates flexibility in moving from one task to another as needed.   Have Expectations Been Jointly Discussed?   Yes		■ Works harmoniously with others in getting the work done.						
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Demonstrates a positive approach toward work, co-workers, and supervisors.  Demonstrates a willingness to handle all assignments.  Demonstrates flexibility in moving from one task to another as needed.  Have Expectations Been Jointly Discussed?  Yes No Initials:  (Supervisor) (Employee)  Would You Recommend This Person for Retention or Rehire?  Yes No Initials:	F. Personal Conduct	Conducts himself/herself in a manner appropriate to the work setting.						
Demonstrates a willingness to handle all assignments.  Demonstrates flexibility in moving from one task to another as needed.  Have Expectations Been Jointly Discussed?  Yes No Initials:  (Supervisor) (Employee)  Would You Recommend This Person for Retention or Rehire?  Yes No Initials:		Maintains an appropriate appearance for the position.						
Demonstrates flexibility in moving from one task to another as needed.  Have Expectations Been Jointly Discussed?  Yes No Initials:  (Supervisor) (Employee)  Would You Recommend This Person for Retention or Rehire?  Yes No Initials:		Demonstrates a positive approach toward work, co-workers, and supervisors.						
Have Expectations Been Jointly Discussed?  Yes No Initials:  (Supervisor) (Employee)  Would You Recommend This Person for Retention or Rehire?  Yes No Initials:		Demonstr						
Yes No Initials:     (Supervisor) (Employee)   Would You Recommend This Person for Retention or Rehire?   Yes No Initials:		Demonstr	rates flexibility in moving	from one task to ano	ther as neede	d.		
Yes No Initials:   (Supervisor) (Employee)    Would You Recommend This Person for Retention or Rehire?  Yes □ No Initials:								
Would You Recommend This Person for Retention or Rehire?  Yes No Initials:	Have Expectations Been Jointi	•						
Would You Recommend This Person for Retention or Rehire?  Yes No		Yes	∐ No	. Init				
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☐ Yes ☐ No Initials:	Would You Recommend This I	Person for Reter	ntion or Rehire?					
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#### <u>Purpose</u>

You are to use this form to conduct required formal evaluation sessions during the career probationary period or noncareer appointment evaluation (not applicable to rural carrier associates/leave replacements; see note below). The applicable formal sessions should be completed as listed above in accordance with the correlating Collective Bargaining Agreement (CBA) and Memorandum of Understanding (MOU). During a probationary period, one initial meeting is required in addition to appropriate subsequent formal sessions.

These meetings are in addition to the frequent informal feedback necessary for successful management of the probationary period or appointment. The sessions are to be interactive meetings between you and the employee. The purpose of the first meeting is to outline the six performance factors included in the report. This first meeting is not an evaluation session. The purposes of the remaining sessions are: (1) to evaluate performance; (2) to provide ongoing feedback by developing specific plans to enhance performance levels or to correct deficiencies; and (3) to recommend for/against retention/rehire of employees.

#### **Evaluation**

#### Career Employees (Including Regular Rural Carriers):

A career employee is to be evaluated in the <u>applicable</u> formal sessions as listed above in accordance with the correlating CBA and MOU. This report is used to conduct these evaluations during the *probationary* period only and will not be used to evaluate a retained employee's future performance after that time.

The probationary period performance ratings must take into consideration that the employee being rated is new to the job. The performance levels of the new employee during the probationary period must not be compared with those of experienced employees. Instead, the examples of satisfactory performance levels on the front of this form should be benchmarks to evaluate job performance.

# Noncareer Employees (not applicable to rural carrier associates/leave replacements; see note below):

Noncareer employees are to be evaluated in the <u>applicable</u> formal sessions as listed above in accordance with the correlating CBA and MOU. After the first appointment, these employees are to be evaluated only at the end of each appointment in <u>one</u> formal session.

The evaluation of a noncareer employee (not applicable to rural carrier associates/leave replacements; see note below) is to be conducted by the employee's immediate supervisor. In cases where the noncareer employee does not have a regular work assignment, several supervisors knowledgeable about the employee's performance must reach a consensus on the employee's job performance. The supervisor with primary responsibility for supervising the noncareer employee (i.e., on the clock) must sign the evaluation report and ensure that the employee's ratings are accurate and objective. The performance levels of the new employee during the probationary period must not be compared with those of experienced employees.

Note: This form is not applicable to rural carrier associates/leave replacements.

#### Procedure

Study the instructions and behavioral examples for the six performance factors on the front of this form. Prepare for the evaluations by obtaining documentation such as informal notes, input from other supervisors, or productivity numbers.

During each evaluation session for career and first appointment noncareer employees (not applicable to rural carrier associates/leave replacements; see note below), evaluate the employee in terms of their demonstrated performance which is Outstanding (O), Satisfactory (S), Unacceptable (U), or Not Observed (NO).

When the first session is completed, you and the employee <u>must</u> initial the line in the lower portion of the form to indicate that you have jointly discussed the performance expectations. After each evaluation session, the employee <u>must</u> initial the appropriate block in the upper portion of the form (block numbers 7c-10c) to indicate that you have conducted the corresponding evaluation session. The initialing indicates that the evaluation was reviewed, not that there is implicit agreement with the evaluation.

On the lower portion of the form, you must indicate whether you would recommend the employee for retention/rehire and initial the recommendation on the line indicated. Use the space provided in the lower portion of the form to write down specific supporting comments for the retention/rehire recommendation. At the conclusion of the final session, both you and the employee <u>must</u> sign the appropriate sections of the report (block numbers 11-12) to indicate that you have jointly conducted all the required evaluation sessions. The employee's signature indicates that the final evaluation was reviewed, not that there is implicit agreement with the evaluation.

During the evaluation session for *subsequent appointments for noncareer employees*, evaluate the employee on the performance factors at the <u>end</u> of the appointment. Complete block number 10-12, in addition to the performance expectations and retention/rehire questions on the lower portion of the form.

#### **Processing**

After the final evaluation session, distribute the completed form as indicated: page 1 to the designated postal official,page 2 to the employee, and page 3 in your files. Proper privacy safeguards must be provided for these reports.

Any position requiring driving duties must include a driving performance expectation; a completed PS Form 4584, Observation of Driving Practices, must be attached to this form before forwarding to the postal designee at the final session.

<u>Note</u>: If separation is recommended, this form must be forwarded to the designated postal official immediately to allow sufficient processing time in accordance with the established probationary periods found in the correlating CBA, MOU, and/or Questions and Answers. An employee who is to be separated for scheme failure must be given at least a seven (7) day notice of such intent. If the employee qualifies on the scheme within the notice period, the employee cannot be separated for prior scheme failure.