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OCT 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,

A handwritten signature in blue ink, appearing to read "David Mills", with a long horizontal flourish extending to the right.

David Mills  
Director  
Labor Relations Policies and Programs

Enclosures



# Employee Evaluation and/or Probationary Report

(See Instructions on Reverse)

|                                                                              |                                                                  |                                                                  |                                                                   |
|------------------------------------------------------------------------------|------------------------------------------------------------------|------------------------------------------------------------------|-------------------------------------------------------------------|
| 1. Employee's Name (First, MI, Last)                                         |                                                                  | 2. Employee <del>Social Security</del> Identification Number     |                                                                   |
| 3. Title                                                                     | 4. Pay Location                                                  | 5. Appointment Date                                              | 6. Date Probationary Period Ends                                  |
| 7a. Complete 30-Day Report By:                                               | 8a. Complete 60-Day Report By:                                   | 9a. Complete 80-Day Report By:                                   | 10a. Complete Year End Report By:                                 |
| 7b. Enter Factor Rating (O, S, U, NO)<br>A _ B _ C _ D _ E _ F _             | 8b. Enter Factor Rating (O, S, U, NO)<br>A _ B _ C _ D _ E _ F _ | 9b. Enter Factor Rating (O, S, U, NO)<br>A _ B _ C _ D _ E _ F _ | 10b. Enter Factor Rating (O, S, U, NO)<br>A _ B _ C _ D _ E _ F _ |
| 7c. Employee's Initials                                                      | 8c. Employee's Initials                                          | 9c. Employee's Initials                                          | 10c. Employee's Initials                                          |
| 11. Supervisor's Signature and Date (End of Probationary Period or Year End) |                                                                  | 12. Employee's Signature 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*).

**O = OUTSTANDING    S = SATISFACTORY    U = UNACCEPTABLE    NO = NOT OBSERVED**

| Factor                     | Examples of Satisfactory Performance Levels                                                                                                                                                                                                                                                                                                                                                                                   |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>A. Work Quantity</b>    | <ul style="list-style-type: none"><li>■ Works at a sufficient speed to keep up with the amount of work required by the position.</li><li>■ Accomplishes tasks in an efficient and timely manner.</li><li>■ Makes productive use of time when completing assignments.</li></ul>                                                                                                                                                |
| <b>B. Work Quality</b>     | <ul style="list-style-type: none"><li>■ Makes few errors or mistakes.</li><li>■ Performs work which meets the expectations of the position.</li><li>■ Works in a careful, alert, and conscientious manner to ensure the accuracy and completeness of the work performed.</li></ul>                                                                                                                                            |
| <b>C. Dependability</b>    | <ul style="list-style-type: none"><li>■ Completes work assignments without unnecessary supervision.</li><li>■ Takes responsibility for completing his/her own work.</li><li>■ Reports to work on time.</li><li>■ Demonstrates satisfactory attendance.</li></ul>                                                                                                                                                              |
| <b>D. Work Relations</b>   | <ul style="list-style-type: none"><li>■ Maintains positive working relationships with others.</li><li>■ Works harmoniously with others in getting the work done.</li><li>■ Cooperates well with co-workers, supervisors, and others with whom he/she comes into contact.</li></ul>                                                                                                                                            |
| <b>E. Work Methods</b>     | <ul style="list-style-type: none"><li>■ Handles equipment and/or work materials in an appropriate manner.</li><li>■ Consistently observes proper safety rules and practices.</li><li>■ Understands and follows oral and/or written instructions.</li></ul>                                                                                                                                                                    |
| <b>F. Personal Conduct</b> | <ul style="list-style-type: none"><li>■ Conducts himself/herself in a manner appropriate to the work setting.</li><li>■ Maintains an appropriate appearance for the position.</li><li>■ Demonstrates a positive approach toward work, co-workers, and supervisors.</li><li>■ Demonstrates a willingness to handle all assignments.</li><li>■ Demonstrates flexibility in moving from one task to another as needed.</li></ul> |

Have Expectations Been Jointly Discussed?

☐ Yes

☐ No

Initials:

(Supervisor)

(Employee)

Would You Recommend This Person for Retention or Rehire?

☐ Yes

☐ No

Initials:

(Supervisor)

Please Explain or Provide Additional Comments Below:



## Instructions for Supervisors/Managers

### Purpose

You are to use this form to conduct required formal evaluation sessions during the career probationary period or ~~transitional/casual/noncareer~~ —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, 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 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 handler Noncareer 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 at the 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/casual/noncareer~~ 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 Associates/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 must 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 must 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 appropriate 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/casual/noncareer~~ —employees, evaluate the employee on the performance factors at the end of the appointment. Complete block numbers ~~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.



## Employee Evaluation and/or Probationary Report

(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. ~~(particularly 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 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 Supervisors/Managers

|                                                                              |                                                                  |                                                                  |                                                                   |
|------------------------------------------------------------------------------|------------------------------------------------------------------|------------------------------------------------------------------|-------------------------------------------------------------------|
| 1. Employee's Name (First, MI, Last)                                         |                                                                  | 2. Employee <del>Social Security</del> Identification Number     |                                                                   |
| 3. Title                                                                     | 4. Pay Location                                                  | 5. Appointment Date                                              | 6. Date Probationary Period Ends                                  |
| 7a. Complete 30-Day Report By:                                               | 8a. Complete 60-Day Report By:                                   | 9a. Complete 80-Day Report By:                                   | 10a. Complete Year End Report By:                                 |
| 7b. Enter Factor Rating (O, S, U, NO)<br>A _ B _ C _ D _ E _ F _             | 8b. Enter Factor Rating (O, S, U, NO)<br>A _ B _ C _ D _ E _ F _ | 9b. Enter Factor Rating (O, S, U, NO)<br>A _ B _ C _ D _ E _ F _ | 10b. Enter Factor Rating (O, S, U, NO)<br>A _ B _ C _ D _ E _ F _ |
| 7c. Employee's Initials                                                      | 8c. Employee's Initials                                          | 9c. Employee's Initials                                          | 10c. Employee's Initials                                          |
| 11. Supervisor's Signature and Date (End of Probationary Period or Year End) |                                                                  | 12. Employee's Signature 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*).

**O = OUTSTANDING    S = SATISFACTORY    U = UNACCEPTABLE    NO = NOT OBSERVED**

| Factor                     | Examples of Satisfactory Performance Levels                                                                                                                                                                                                                                                                                                                                                                               |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>A. Work Quantity</b>    | <ul style="list-style-type: none"> <li>Works at a sufficient speed to keep up with the amount of work required by the position.</li> <li>Accomplishes tasks in an efficient and timely manner.</li> <li>Makes productive use of time when completing assignments.</li> </ul>                                                                                                                                              |
| <b>B. Work Quality</b>     | <ul style="list-style-type: none"> <li>Makes few errors or mistakes.</li> <li>Performs work which meets the expectations of the position.</li> <li>Works in a careful, alert, and conscientious manner to ensure the accuracy and completeness of the work performed.</li> </ul>                                                                                                                                          |
| <b>C. Dependability</b>    | <ul style="list-style-type: none"> <li>Completes work assignments without unnecessary supervision.</li> <li>Takes responsibility for completing his/her own work.</li> <li>Reports to work on time.</li> <li>Demonstrates satisfactory attendance.</li> </ul>                                                                                                                                                             |
| <b>D. Work Relations</b>   | <ul style="list-style-type: none"> <li>Maintains positive working relationships with others.</li> <li>Works harmoniously with others in getting the work done.</li> <li>Cooperates well with co-workers, supervisors, and others with whom he/she comes into contact.</li> </ul>                                                                                                                                          |
| <b>E. Work Methods</b>     | <ul style="list-style-type: none"> <li>Handles equipment and/or work materials in an appropriate manner.</li> <li>Consistently observes proper safety rules and practices.</li> <li>Understands and follows oral and/or written instructions.</li> </ul>                                                                                                                                                                  |
| <b>F. Personal Conduct</b> | <ul style="list-style-type: none"> <li>Conducts himself/herself in a manner appropriate to the work setting.</li> <li>Maintains an appropriate appearance for the position.</li> <li>Demonstrates a positive approach toward work, co-workers, and supervisors.</li> <li>Demonstrates a willingness to handle all assignments.</li> <li>Demonstrates flexibility in moving from one task to another as needed.</li> </ul> |

Have Expectations Been Jointly Discussed?

☐ Yes

☐ No

Initials:

(Supervisor)

(Employee)

Would You Recommend This Person for Retention or Rehire?

☐ Yes

☐ No

Initials:

(Supervisor)

Please Explain or Provide Additional Comments Below:



# Employee Evaluation and/or Probationary Report

(See Instructions on Reverse)

## Purpose

You are to use this form to conduct required formal evaluation sessions during the career probationary period or ~~transitional/casual/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 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 355-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 handler casual/Noncareer~~ 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 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 employee/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/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 Associates/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 must 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 must 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 ~~d~~ form as indicated: page 1 to the designated postal ~~official/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

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**Instructions for Supervisors/Managers**

forwarded to the designated postal official immediately to allow sufficient processing time ~~(particularly at the 80-day session for career 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.





# Employee Evaluation and/or Probationary Report

(See Instructions on Reverse)

|                                                                              |                                                                  |                                                                  |                                                                   |
|------------------------------------------------------------------------------|------------------------------------------------------------------|------------------------------------------------------------------|-------------------------------------------------------------------|
| 1. Employee's Name (First, MI, Last)                                         |                                                                  | 2. Employee <del>Social Security</del> Identification Number     |                                                                   |
| 3. Title                                                                     | 4. Pay Location                                                  | 5. Appointment Date                                              | 6. Date Probationary Period Ends                                  |
| 7a. Complete 30-Day Report By:                                               | 8a. Complete 60-Day Report By:                                   | 9a. Complete 80-Day Report By:                                   | 10a. Complete Year End Report By:                                 |
| 7b. Enter Factor Rating (O, S, U, NO)<br>A _ B _ C _ D _ E _ F _             | 8b. Enter Factor Rating (O, S, U, NO)<br>A _ B _ C _ D _ E _ F _ | 9b. Enter Factor Rating (O, S, U, NO)<br>A _ B _ C _ D _ E _ F _ | 10b. Enter Factor Rating (O, S, U, NO)<br>A _ B _ C _ D _ E _ F _ |
| 7c. Employee's Initials                                                      | 8c. Employee's Initials                                          | 9c. Employee's Initials                                          | 10c. Employee's Initials                                          |
| 11. Supervisor's Signature and Date (End of Probationary Period or Year End) |                                                                  | 12. Employee's Signature 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**).

**O = OUTSTANDING    S = SATISFACTORY    U = UNACCEPTABLE    NO = NOT OBSERVED**

| Factor                     | Examples of Satisfactory Performance Levels                                                                                                                                                                                                                                                                                                                                                                                   |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>A. Work Quantity</b>    | <ul style="list-style-type: none"><li>■ Works at a sufficient speed to keep up with the amount of work required by the position.</li><li>■ Accomplishes tasks in an efficient and timely manner.</li><li>■ Makes productive use of time when completing assignments.</li></ul>                                                                                                                                                |
| <b>B. Work Quality</b>     | <ul style="list-style-type: none"><li>■ Makes few errors or mistakes.</li><li>■ Performs work which meets the expectations of the position.</li><li>■ Works in a careful, alert, and conscientious manner to ensure the accuracy and completeness of the work performed.</li></ul>                                                                                                                                            |
| <b>C. Dependability</b>    | <ul style="list-style-type: none"><li>■ Completes work assignments without unnecessary supervision.</li><li>■ Takes responsibility for completing his/her own work.</li><li>■ Reports to work on time.</li><li>■ Demonstrates satisfactory attendance.</li></ul>                                                                                                                                                              |
| <b>D. Work Relations</b>   | <ul style="list-style-type: none"><li>■ Maintains positive working relationships with others.</li><li>■ Works harmoniously with others in getting the work done.</li><li>■ Cooperates well with co-workers, supervisors, and others with whom he/she comes into contact.</li></ul>                                                                                                                                            |
| <b>E. Work Methods</b>     | <ul style="list-style-type: none"><li>■ Handles equipment and/or work materials in an appropriate manner.</li><li>■ Consistently observes proper safety rules and practices.</li><li>■ Understands and follows oral and/or written instructions.</li></ul>                                                                                                                                                                    |
| <b>F. Personal Conduct</b> | <ul style="list-style-type: none"><li>■ Conducts himself/herself in a manner appropriate to the work setting.</li><li>■ Maintains an appropriate appearance for the position.</li><li>■ Demonstrates a positive approach toward work, co-workers, and supervisors.</li><li>■ Demonstrates a willingness to handle all assignments.</li><li>■ Demonstrates flexibility in moving from one task to another as needed.</li></ul> |

Have Expectations Been Jointly Discussed?

☐ Yes

☐ No

Initials:

(Supervisor)

(Employee)

Would You Recommend This Person for Retention or Rehire?

☐ Yes

☐ No

Initials:

(Supervisor)

Please Explain or Provide Additional Comments Below:



## Instructions for Supervisors/Managers

### Purpose

You are to use this form to conduct required formal evaluation sessions during the career probationary period or ~~transitional/casual/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 ~~or a casual/90-day appointment~~, 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.

#### **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~~ Noncareer casual 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 ~~transitional-noncareer or casual~~ 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/noncareer/casual~~ 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 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* ~~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 must 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 must 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 (particularly 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)

given at least a seven (7) days notice of such intent. If the employee qualifies on the scheme within the notice period, the employee e cannot be separated for prior scheme failure.





# Employee Evaluation and/or Probationary Report

(See Instructions on Reverse)

|                                                                              |                                                                  |                                                                  |                                                                   |
|------------------------------------------------------------------------------|------------------------------------------------------------------|------------------------------------------------------------------|-------------------------------------------------------------------|
| 1. Employee's Name (First, MI, Last)                                         |                                                                  | 2. Employee Identification Number                                |                                                                   |
| 3. Title                                                                     | 4. Pay Location                                                  | 5. Appointment Date                                              | 6. Date Probationary Period Ends                                  |
| 7a. Complete 30-Day Report By:                                               | 8a. Complete 60-Day Report By:                                   | 9a. Complete 80-Day Report By:                                   | 10a. Complete Year End Report By:                                 |
| 7b. Enter Factor Rating (O, S, U, NO)<br>A _ B _ C _ D _ E _ F _             | 8b. Enter Factor Rating (O, S, U, NO)<br>A _ B _ C _ D _ E _ F _ | 9b. Enter Factor Rating (O, S, U, NO)<br>A _ B _ C _ D _ E _ F _ | 10b. Enter Factor Rating (O, S, U, NO)<br>A _ B _ C _ D _ E _ F _ |
| 7c. Employee's Initials                                                      | 8c. Employee's Initials                                          | 9c. Employee's Initials                                          | 10c. Employee's Initials                                          |
| 11. Supervisor's Signature and Date (End of Probationary Period or Year End) |                                                                  | 12. Employee's Signature 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**).

**O = OUTSTANDING    S = SATISFACTORY    U = UNACCEPTABLE    NO = NOT OBSERVED**

| Factor                     | Examples of Satisfactory Performance Levels                                                                                                                                                                                                                                                                                                                                                                                   |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>A. Work Quantity</b>    | <ul style="list-style-type: none"><li>■ Works at a sufficient speed to keep up with the amount of work required by the position.</li><li>■ Accomplishes tasks in an efficient and timely manner.</li><li>■ Makes productive use of time when completing assignments.</li></ul>                                                                                                                                                |
| <b>B. Work Quality</b>     | <ul style="list-style-type: none"><li>■ Makes few errors or mistakes.</li><li>■ Performs work which meets the expectations of the position.</li><li>■ Works in a careful, alert, and conscientious manner to ensure the accuracy and completeness of the work performed.</li></ul>                                                                                                                                            |
| <b>C. Dependability</b>    | <ul style="list-style-type: none"><li>■ Completes work assignments without unnecessary supervision.</li><li>■ Takes responsibility for completing his/her own work.</li><li>■ Reports to work on time.</li><li>■ Demonstrates satisfactory attendance.</li></ul>                                                                                                                                                              |
| <b>D. Work Relations</b>   | <ul style="list-style-type: none"><li>■ Maintains positive working relationships with others.</li><li>■ Works harmoniously with others in getting the work done.</li><li>■ Cooperates well with co-workers, supervisors, and others with whom he/she comes into contact.</li></ul>                                                                                                                                            |
| <b>E. Work Methods</b>     | <ul style="list-style-type: none"><li>■ Handles equipment and/or work materials in an appropriate manner.</li><li>■ Consistently observes proper safety rules and practices.</li><li>■ Understands and follows oral and/or written instructions.</li></ul>                                                                                                                                                                    |
| <b>F. Personal Conduct</b> | <ul style="list-style-type: none"><li>■ Conducts himself/herself in a manner appropriate to the work setting.</li><li>■ Maintains an appropriate appearance for the position.</li><li>■ Demonstrates a positive approach toward work, co-workers, and supervisors.</li><li>■ Demonstrates a willingness to handle all assignments.</li><li>■ Demonstrates flexibility in moving from one task to another as needed.</li></ul> |

Have Expectations Been Jointly Discussed?

☐ Yes ☐ No

Initials:

(Supervisor) (Employee)

Would You Recommend This Person for Retention or Rehire?

☐ Yes ☐ No

Initials:

(Supervisor)

Please Explain or Provide Additional Comments Below:

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## Instructions for Supervisors/Managers

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### 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 must 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 must 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 noncareer employees*, evaluate the employee on the performance factors at the end 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.





# Employee Evaluation and/or Probationary Report

(See Instructions on Reverse)

|                                                                              |                                                                  |                                                                  |                                                                   |
|------------------------------------------------------------------------------|------------------------------------------------------------------|------------------------------------------------------------------|-------------------------------------------------------------------|
| 1. Employee's Name (First, MI, Last)                                         |                                                                  | 2. Employee Identification Number                                |                                                                   |
| 3. Title                                                                     | 4. Pay Location                                                  | 5. Appointment Date                                              | 6. Date Probationary Period Ends                                  |
| 7a. Complete 30-Day Report By:                                               | 8a. Complete 60-Day Report By:                                   | 9a. Complete 80-Day Report By:                                   | 10a. Complete Year End Report By:                                 |
| 7b. Enter Factor Rating (O, S, U, NO)<br>A _ B _ C _ D _ E _ F _             | 8b. Enter Factor Rating (O, S, U, NO)<br>A _ B _ C _ D _ E _ F _ | 9b. Enter Factor Rating (O, S, U, NO)<br>A _ B _ C _ D _ E _ F _ | 10b. Enter Factor Rating (O, S, U, NO)<br>A _ B _ C _ D _ E _ F _ |
| 7c. Employee's Initials                                                      | 8c. Employee's Initials                                          | 9c. Employee's Initials                                          | 10c. Employee's Initials                                          |
| 11. Supervisor's Signature and Date (End of Probationary Period or Year End) |                                                                  | 12. Employee's Signature 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**).

**O = OUTSTANDING    S = SATISFACTORY    U = UNACCEPTABLE    NO = NOT OBSERVED**

| Factor                     | Examples of Satisfactory Performance Levels                                                                                                                                                                                                                                                                                                                                                                                   |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>A. Work Quantity</b>    | <ul style="list-style-type: none"><li>■ Works at a sufficient speed to keep up with the amount of work required by the position.</li><li>■ Accomplishes tasks in an efficient and timely manner.</li><li>■ Makes productive use of time when completing assignments.</li></ul>                                                                                                                                                |
| <b>B. Work Quality</b>     | <ul style="list-style-type: none"><li>■ Makes few errors or mistakes.</li><li>■ Performs work which meets the expectations of the position.</li><li>■ Works in a careful, alert, and conscientious manner to ensure the accuracy and completeness of the work performed.</li></ul>                                                                                                                                            |
| <b>C. Dependability</b>    | <ul style="list-style-type: none"><li>■ Completes work assignments without unnecessary supervision.</li><li>■ Takes responsibility for completing his/her own work.</li><li>■ Reports to work on time.</li><li>■ Demonstrates satisfactory attendance.</li></ul>                                                                                                                                                              |
| <b>D. Work Relations</b>   | <ul style="list-style-type: none"><li>■ Maintains positive working relationships with others.</li><li>■ Works harmoniously with others in getting the work done.</li><li>■ Cooperates well with co-workers, supervisors, and others with whom he/she comes into contact.</li></ul>                                                                                                                                            |
| <b>E. Work Methods</b>     | <ul style="list-style-type: none"><li>■ Handles equipment and/or work materials in an appropriate manner.</li><li>■ Consistently observes proper safety rules and practices.</li><li>■ Understands and follows oral and/or written instructions.</li></ul>                                                                                                                                                                    |
| <b>F. Personal Conduct</b> | <ul style="list-style-type: none"><li>■ Conducts himself/herself in a manner appropriate to the work setting.</li><li>■ Maintains an appropriate appearance for the position.</li><li>■ Demonstrates a positive approach toward work, co-workers, and supervisors.</li><li>■ Demonstrates a willingness to handle all assignments.</li><li>■ Demonstrates flexibility in moving from one task to another as needed.</li></ul> |

Have Expectations Been Jointly Discussed?

☐ Yes ☐ No

Initials: \_\_\_\_\_  
(Supervisor) (Employee)

Would You Recommend This Person for Retention or Rehire?

☐ Yes ☐ No

Initials: \_\_\_\_\_  
(Supervisor)

Please Explain or Provide Additional Comments Below:

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## Instructions for Supervisors/Managers

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### 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 must 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 must 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 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 end 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.

**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.





# Employee Evaluation and/or Probationary Report

(See Instructions on Reverse)

|                                                                              |                                                                  |                                                                  |                                                                   |
|------------------------------------------------------------------------------|------------------------------------------------------------------|------------------------------------------------------------------|-------------------------------------------------------------------|
| 1. Employee's Name (First, MI, Last)                                         |                                                                  | 2. Employee Identification Number                                |                                                                   |
| 3. Title                                                                     | 4. Pay Location                                                  | 5. Appointment Date                                              | 6. Date Probationary Period Ends                                  |
| 7a. Complete 30-Day Report By:                                               | 8a. Complete 60-Day Report By:                                   | 9a. Complete 80-Day Report By:                                   | 10a. Complete Year End Report By:                                 |
| 7b. Enter Factor Rating (O, S, U, NO)<br>A _ B _ C _ D _ E _ F _             | 8b. Enter Factor Rating (O, S, U, NO)<br>A _ B _ C _ D _ E _ F _ | 9b. Enter Factor Rating (O, S, U, NO)<br>A _ B _ C _ D _ E _ F _ | 10b. Enter Factor Rating (O, S, U, NO)<br>A _ B _ C _ D _ E _ F _ |
| 7c. Employee's Initials                                                      | 8c. Employee's Initials                                          | 9c. Employee's Initials                                          | 10c. Employee's Initials                                          |
| 11. Supervisor's Signature and Date (End of Probationary Period or Year End) |                                                                  | 12. Employee's Signature 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**).

**O = OUTSTANDING      S = SATISFACTORY      U = UNACCEPTABLE      NO = NOT OBSERVED**

| Factor              | Examples of Satisfactory Performance Levels                                                                                                                                                                                                                                                                                                                                                                                   |
|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A. Work Quantity    | <ul style="list-style-type: none"><li>■ Works at a sufficient speed to keep up with the amount of work required by the position.</li><li>■ Accomplishes tasks in an efficient and timely manner.</li><li>■ Makes productive use of time when completing assignments.</li></ul>                                                                                                                                                |
| B. Work Quality     | <ul style="list-style-type: none"><li>■ Makes few errors or mistakes.</li><li>■ Performs work which meets the expectations of the position.</li><li>■ Works in a careful, alert, and conscientious manner to ensure the accuracy and completeness of the work performed.</li></ul>                                                                                                                                            |
| C. Dependability    | <ul style="list-style-type: none"><li>■ Completes work assignments without unnecessary supervision.</li><li>■ Takes responsibility for completing his/her own work.</li><li>■ Reports to work on time.</li><li>■ Demonstrates satisfactory attendance.</li></ul>                                                                                                                                                              |
| D. Work Relations   | <ul style="list-style-type: none"><li>■ Maintains positive working relationships with others.</li><li>■ Works harmoniously with others in getting the work done.</li><li>■ Cooperates well with co-workers, supervisors, and others with whom he/she comes into contact.</li></ul>                                                                                                                                            |
| E. Work Methods     | <ul style="list-style-type: none"><li>■ Handles equipment and/or work materials in an appropriate manner.</li><li>■ Consistently observes proper safety rules and practices.</li><li>■ Understands and follows oral and/or written instructions.</li></ul>                                                                                                                                                                    |
| F. Personal Conduct | <ul style="list-style-type: none"><li>■ Conducts himself/herself in a manner appropriate to the work setting.</li><li>■ Maintains an appropriate appearance for the position.</li><li>■ Demonstrates a positive approach toward work, co-workers, and supervisors.</li><li>■ Demonstrates a willingness to handle all assignments.</li><li>■ Demonstrates flexibility in moving from one task to another as needed.</li></ul> |

Have Expectations Been Jointly Discussed?

☐ Yes

☐ No

Initials:

(Supervisor)

(Employee)

Would You Recommend This Person for Retention or Rehire?

☐ Yes

☐ No

Initials:

(Supervisor)

Please Explain or Provide Additional Comments Below:

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## Instructions for Supervisors/Managers

---

### 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 must 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 must 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 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 noncareer employees*, evaluate the employee on the performance factors at the end 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.

**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.