



Probationary Sergeant - 6 months
Probationary Patrol Officer - 6 months

Probationary Sergeant - 9 months
Probationary Patrol Officer - 9 months

Probationary Sergeant -12 months
Probationary Patrol Officer -12 months

Other

NAME:	TITLE/RANK:	COLLEGE:
PERIOD COVERED BY THIS REPORT	SHIELD NO.:	PAY PLAN:
FROM: TO:		

IMPORTANT NOTE

In fairness to the employee and The City University of New York, consider each item carefully before rating. Judge the employee on the entire period covered by this report, not upon isolated incidents alone. Base your rating on the employee's performance in comparison with what is considered standard performance for the particular position rather than in comparison with other employees.

ATTENDANCE - LAST FIVE YEARS

YEAR	20____	20____	20____	20____	20____	PUNCTUALITY TOTAL TIMES LATE DURING THE LAST 12 MONTHS _____
ABSENCE OCCASIONS						
DAYS LOST						
I.O.D.'S (INJURED ON DUTY)						

FACTORS - HUMAN INTERACTION

UNACCEPTABLE
(CLEARLY BELOW
STANDARD)

MARGINAL
(APPROACHES
STANDARD)

AVERAGE
(MEETS
STANDARD)

ABOVE
AVERAGE
(ABOVE
STANDARD)

OUTSTANDING
(AMONG THE
VERY BEST)

1. **JOB KNOWLEDGE**
Possesses the knowledge and skills required to perform the job
2. **QUALITY OF WORK**
Accuracy
Completeness
Efficiency
3. **ABILITY TO LEARN**
Learns quickly
Remembers what is taught
4. **WRITTEN REPORTS**
Reports are complete
Reports are accurate
Reports are clear
Reports are concise
5. **RESPONSE TO INCIDENTS**
Responds quickly
Handles properly
6. **DECISION MAKING**
Possesses judgment required to make good decisions and is willing to make them
7. **DRIVING ABILITY**
Alert and safe
Number of accidents in the last 12 months _____

OVERALL RATING:

COMMENTS ON TECHNICAL COMPETENCE

FACTORS - HUMAN INTERACTION	UNACCEPTABLE (CLEARLY BELOW STANDARD)	MARGINAL (APPROACHES STANDARD)	AVERAGE (MEETS STANDARD)	ABOVE AVERAGE (ABOVE STANDARD)	OUTSTANDING (AMONG THE VERY BEST)
8. RELATIONS WITH SUPERIORS Supportive but willing to express opinions					
9. RELATIONS WITH CO-WORKERS Operates as part of a team					
10. RELATIONS WITH SUBORDINATES Maintains high morale (Sergeants and Lieutenants only)					
11. RELATIONS WITH PUBLIC AND STUDENTS Treats campus community with respect, dignity and tactfulness while carrying out all responsibilities					
OVERALL RATING:					

COMMENTS ON HUMAN INTERACTION

[illegible]

RELATED DATA - DISCIPLINARY INFORMATION, COMMENDATIONS, AWARDS (if applicable):

RECOMMENDATION FOR PROMOTION - (Complete one of the following statements when rating for promotion only). The best performer at one level is not necessarily the best individual to promote to the next level. In making your recommendation for promotion, consider the knowledge, skills and attitudes required for success as a public safety superior officer.

A. **STRONGLY RECOMMENDED**-This individual possesses the knowledge, skills and personal characteristics to be an outstanding _____

B. **RECOMMENDED**-This individual possesses the knowledge, skills and personal characteristics required to be a _____

C. **NEEDS DEVELOPMENT**-This individual has potential for position of _____ but needs further development at the present level.

D. **LACKS POTENTIAL**-This individual lacks potential at present for position of _____

B. **RECOMMENDED**-This individual possesses the knowledge, skills and personal characteristics required to be a

D. **LACKS POTENTIAL**-This individual lacks potential at present for
position of _____

REVIEWED (College Public Safety Director)			DATE	
REVIEWED (College Personnel Director)			DATE	
RATER'S SIGNATURE		COUNSELOR'S SIGNATURE		DATE
RATER'S TITLE/RANK	DATE	EMPLOYEE'S SIGNATURE		DATE
GENERAL COMMENTS BY RATER				
REVIEWED (Univ. Director of Public Safety)				DATE