

**EMPLOYEE PERFORMANCE *PROBATIONARY***  
**STATE OF ALABAMA**  
**Personnel Department**

Employee Name: \_\_\_\_\_ Social Security Number: XXX-XX- \_\_\_\_\_  
 Agency: \_\_\_\_\_ Division: \_\_\_\_\_  
 Classification: \_\_\_\_\_ Class Code: \_\_\_\_\_  
 Period Covered From: \_\_\_\_\_ to: \_\_\_\_\_ Position #: \_\_\_\_\_

**APPRAISAL SIGNATURES:** Signatures are to be provided after the form has been completed. Signatures denote supervisor and employee discussion and receipt of form. Employee signature does not denote agreement. All signatures are mandatory.

<b>Rating Supervisor</b>	<b>Employee</b>	<b>Reviewing Supervisor</b>
SNN XXX-XX-_____		SNN XXX-XX-_____
_____ Rater Signature	_____ Employee Signature	_____ Reviewer Signature
_____ Rater Printed Name	_____ Date	_____ Reviewer Printed Name
_____ Date	_____ Initial if comments attached	_____ Date
<small>Initial if comment attached</small>		<small>Initial if comment attached</small>

It is recommended that the employee be:

- Continued in the probation (reason stated in Disciplinary Actions Area)
- Given permanent status in the position. Probationary increase to \_\_\_\_\_ Step \_\_\_\_\_ Effective \_\_\_\_\_
- Separated before or at the end of the probationary period (reason stated in Disciplinary Actions Area)

\_\_\_\_\_  
APPOINTING AUTHORITY Signature

\_\_\_\_\_  
Date

**PERFORMANCE APPRAISAL SCORE:** Locate the Responsibility Score on the back of this form and write it in the appropriate space. Locate the Disciplinary Score, also on the back of this form, and write it in the appropriate space. The Disciplinary Score is subtracted from the Responsibility Score to derive the Performance Appraisal Score. Documentation is to be maintained in the agency's personnel files if a "Does Not Meet" or "Consistently Exceeds" rating is given

_____	-	_____	=	_____
Responsibility Score		Disciplinary Score		Performance Appraisal Score

This employee's work:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does Not Meet Standards (6.6 or below)	Partially Meets Standards (6.7 - 16.6)	Meets Standards (16.7 - 26.6)	Exceeds Standards (26.7 - 36.6)	Consistently Exceeds Standards (36.7 - 40)

**WORK HABITS:** Check the appropriate space for each Work Habit area. Work Habits pertain to conduct occurring in this Appraisal period. Provide an explanation below for marking any work habit as "Unsatisfactory." Attach additional sheets if necessary. No disciplinary action has to be taken to mark a Work Habit "Unsatisfactory."

**Unsatisfactory                      Satisfactory**

Attendance	<input type="checkbox"/>	<input type="checkbox"/>	
Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	_____
Cooperation with Coworkers	<input type="checkbox"/>	<input type="checkbox"/>	_____
Compliance with Rules	<input type="checkbox"/>	<input type="checkbox"/>	_____

**RESPONSIBILITIES:** List an abbreviated version of the employee's responsibilities below as documented on and discussed during the Preappraisal. Record the appropriate rating in the box for each responsibility. Rating(s) of appropriate responsibilities should reflect any disciplinary action(s) that has been taken during this appraisal period.

	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
	Does Not Meet Standards	Partially Meets Standards	Meets Standards	Exceeds Standards	Consistently Exceeds Standards
<b>Responsibility</b>					<b>Rating</b>
1. _____					<input type="text"/>
2. _____					<input type="text"/>
3. _____					<input type="text"/>
4. _____					<input type="text"/>
5. _____					<input type="text"/>
6. _____					<input type="text"/>
7. _____					<input type="text"/>
8. _____					<input type="text"/>
9. _____					<input type="text"/>
10. _____					<input type="text"/>

**RESPONSIBILITY SCORE:**

$$\frac{\text{Total of Responsibilities/Results Ratings}}{\text{Number of Responsibilities}} = \frac{\text{Average Responsibility Rating}}{\text{Responsibility Score}}$$

**DISCIPLINARY ACTIONS:** Any disciplinary action taken with the employee during this appraisal period is to be documented below. Provide the number of disciplinary actions and steps taken with the employee during the appraisal year. If no disciplinary action has been taken, a "0" should be marked in each block provided. Attach a copy of the warning(s), reprimand(s), suspension(s), or demotion(s) to the Appraisal.

**Warning**

**Reprimand**

**Suspension**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**DISCIPLINARY SCORE:** This section should include the use of the discipline steps of reprimand, suspension, and demotion only. The Disciplinary Score does not include scores for counseling and warnings. To calculate the Disciplinary Score, identify the most severe step of discipline taken with the employee during this appraisal period. If the most severe step was one or more reprimands, the Disciplinary Score will be 7. If the most severe step was one or more suspensions, the Disciplinary Score will be 17. Otherwise, the Disciplinary Score will be 0.

**DISCIPLINARY SCORE:** \_\_\_\_\_