



THE CITY UNIVERSITY OF NEW YORK PUBLIC SAFETY SERVICE PERFORMANCE AND PROMOTION APPRAISAL



Probationary Sergeant - 6 months
 Probationary Sergeant - 9 months
 Probationary Sergeant -12 months
 Other _____

Probationary Patrol Officer-6 months
 Probationary Patrol Officer-9 months
 Probationary Patrol Officer-12 months

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

IMPORTANT NOTICE

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 FOUR YEARS

YEAR	19____	20____	20____	20____	PUNCTUALITY
ABSENCE OCCASIONS					TOTAL TIMES LATE DURING THE LAST 12 MONTHS _____
DAYS LOST					
I.O.D.'S (INJURED ON DUTY)					

FACTORS – TECHNICAL COMPETENCE

	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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. QUALITY OF WORK Accuracy Completeness Efficiency	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
3. ABILITY TO LEARN Learns quickly Remembers what is taught	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
4. WRITTEN REPORTS Reports are complete Reports are accurate Reports are clear Reports are concise	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
5. REPORTS TO INCIDENTS Responds quickly Handles properly	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
6. DECISION MAKING Possesses judgment required to make good decisions and is willing to make them	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. DRIVING ABILITY Alert and safe Number of accidents in the last 12 months _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OVERALL RATING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS ON TECHNICAL COMPETENCE

	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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. RELATIONS WITH CO-WORKERS Operates as part of a team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. RELATIONS WITH SUBORDINATES Maintains high morale	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. RELATIONS WITH PUBLIC AND STUDENTS Treats campus community with respect, dignity and tactfulness while carrying out all responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OVERALL RATING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS ON HUMAN INTERACTION

FACTORS -PERSONAL CHARACTERISTICS	UNACCEPTABLE (CLEARLY BELOW STANDARD)	MARGINAL (APPROACHES STANDARD)	AVERAGE (MEETS STANDARD)	ABOVE AVERAGE (ABOVE STANDARD)	OUTSTANDING (AMONG THE VERY BEST)
12. MATURITY Responsible and stable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. INITIATIVE Takes steps to prepare himself/herself independently and without urging	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. DEPENDABILITY Can be counted on to perform effectively with minimum supervision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. ORAL EXPRESSION Speaks clearly Speaks concisely	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
16. APPEARANCE Uniform, equipment and personal grooming	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. PHYSICAL FITNESS Weight and condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. FLEXIBILITY Adapts to changes in circumstances and ideas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. RESOURCEFULNESS Ability to handle non-routine matters in a capable manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. INTEGRITY Adherence to a high code of ethical and moral standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OVERALL RATING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS ON PERSONAL CHARACTERISTICS

FACTORS -SUPERVISORY/IMANAGERIAL (Sergeants & Lieutenants only)	UNACCEPTABLE (CLEARLY BELOW STANDARD)	MARGINAL (APPROACHES STANDARD)	AVERAGE (MEETS STANDARD)	ABOVE AVERAGE (ABOVE STANDARD)	OUTSTANDING (AMONG THE VERY BEST)
21. SUPERVISORY SKILLS Effectively plans, organizes and motivates Other to accomplish organizational goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. MANAGEMENT ORIENTATION Supportive of organization and its goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OVERALL RATING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS ON SUPERVISORY/IMANAGEMENT ABILITY

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

RECOMMENDATION FOR PROMOTION – (Complete on 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 the making your recommendation for promotion, consider the knowledge, skills and attitudes required for success as a public safety superior officer.

- | | |
|---|--|
| <p>A. STRONGLY RECOMMENDED-This Individual possesses the knowledge, skills and personal characteristics to be an outstanding _____</p> | <p>C. NEEDS DEVELOPMENT-This Individual has potential for position of _____ but needs further development at the present level.</p> |
| <p>B. RECOMMENDED-This Individual possesses the knowledge, skills and personal characteristics required to be _____</p> | <p>D. LACKS POTENTIAL-This individual lacks potential at present for position of _____</p> |

RATER'S SIGNATURE	DATE	COUNSELOR'S SIG.	DATE
RATER'S TITLE/RANK	DATE	EMPLOYEE'S SIG.	DATE

GENERAL COMMENTS BY RATER

REVIEWED BY COLLEGE PUBLIC SAFETY DIRECTOR (Signature)	DATE
REVIEWED BY COLLEGE PERSONNEL DIRECTOR (Signature)	DATE
REVIEWED BY UNIVERSITY DIRECTOR OF PUBLIC SAFETY (Signature)	DATE