



Town of Westerly Probationary Employee Review

Employee Name		Department	
Job Title		Review Date	
Evaluation Period		To	
Evaluator's Name			

Core Competency	Comments and Examples of Performance	Ratings				
		Exceptional	Exceeds Expectations	Meets Expectations	Improvement Needed	Below Expectations
<p>Accountability: Accepts responsibility for own actions and decisions and demonstrates commitment to accomplish work in an ethical, efficient, and cost effective manner.</p>						
<p>Adaptability: Adjusts planned works by gathering relevant information and applying critical thinking to address multiple demands and competing priorities in a changing environment.</p>						
<p>Communications: Effectively conveys information and expresses thoughts and facts. Demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.</p>						
<p>Knowledge/Technical: Employee's knowledge or technical skills as it relates to their position and job requirements. Employee demonstrates skills in applying their knowledge and technical skills to resolve issues, improve processes, and maintain an efficient working environment.</p>						



Core Competency	Comments and Examples of Performance	Ratings				
		Exceptional	Exceeds Expectations	Meets Expectations	Improvement Needed	Below Expectations
<p>Integrity: Exhibiting conduct consistent with core beliefs assuring that practices are congruent with principles and honoring and adhering to the general principles of public service ethics, and the mission and value of the organization.</p>						
<p>Customer / Quality Focus: Anticipates, monitors, and meets the needs of customers and responds to them in an appropriate manner. Demonstrates a personal commitment to identify customers' apparent and underlying needs and continually seeks to provide the highest quality service to all customers.</p>						
<p>Respect for Others: Acknowledging and honoring the right of those affected by official and managerial decisions to privacy and dignity and treating others with courtesy and decency. Provide others with the information they need to make decisions about matters within the scope of their duties.</p>						



Recommendations

Please check one box.

	I recommend this employee is retained and has successfully completed probation.
	I recommend this employee's probationary period is extended to provide time for additional skills assessment or training.
	I recommend this employee be separated from employment and they do not successfully pass their probationary period.

Signatory Chain			
Employee Acknowledgment	I have read this appraisal and have discussed the information with my manager. My signature does not imply agreement, only that the appraisal discussion took place and I was advised of my performance.		
Supervisor Signature		Date	
Department Head Signature		Date	
Human Resources Signature		Date	
Town Manager Signature		Date	
Employee Signature		Date	