

DEPARTMENT OF ADMINISTRATIVE & FINANCIAL SERVICES
Bureau of Human Resources

May 9, 2003

CIVIL SERVICE BULLETIN 9.2

TO: Agency Heads, Human Resource Directors

SUBJECT: THREE-MONTH PERFORMANCE EVALUATION

The Civil Service Law provides that probationary employees¹ be evaluated at the end of the third month of employment and that the evaluation include discussions between the employee and his or her supervisor concerning the employee's job tasks, the employee's job performance, and any improvements that may be necessary. [Reference 5 MRSA, § 7051, sub-§ 5, A.]

The guiding principles of the probationary period and the performance management system are closely associated. That being the case, the three-month evaluation should also include an assessment of the competencies associated with the overall performance management system. It is particularly important that probationary employees who are in danger of being terminated from probation be clearly advised of the difficulties with their performance and, in other than exceptional circumstances, be given an opportunity to correct those difficulties.

Therefore, pursuant to State of Maine *Civil Service Rules*, Chapter 9, Section 4, the Director, Bureau of Human Resources, has established a three-month evaluation designed to ensure that the requirements of the Civil Service Law and the stated purpose of the probationary period² are fully realized.

Agencies must adhere to the following processing requirements:

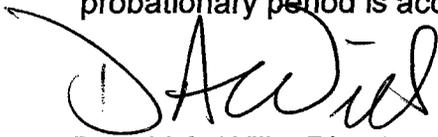
- Beginning May 11, 2003, the HRP implementing new hires or promotions should reflect the 6-month "PERF REVIEW" date, the date of hire/promotion in the "BEGIN" field, and the 3-month evaluation date in the "END" field. This will permit HR representatives to obtain a report on overdue 3-month appraisals.

¹ "Probationary employees" includes those employees who are on initial probation and promotional probation.

² "The probationary period shall be regarded as an integral part of the examination process, and shall be utilized for closely observing the employee's work, for securing the most effective adjustment of a new employee to his/her position, and for rejecting any employee whose performance does not meet the required work standards." (*Civil Service Rules*, Chapter 9, Section 1)

- When the 3-month evaluation is completed, the “END” field should be changed to match the “PERF REVIEW” field.
- The 3-month evaluation(s) must be retained by the agency and included in the employee’s personnel file. The evaluation form should not be forwarded to BHR for imaging.

In the event an employee’s probation is extended for performance reasons, agencies should continue to carefully monitor performance issues and communicate any concerns to the employee to ensure that the purpose of the probationary period is accomplished.



Donald A. Wills, Director
Bureau of Human Resources

DAW/pjs

STATE OF MAINE
BUREAU OF HUMAN RESOURCES
3-MONTH PROBATION REPORT

EMPLOYEE NAME: _____ SSN: _____ NH/PROM DATE: _____
AGENCY: _____ CLASSIFICATION: _____ 3-MO PROB DATE: _____

MAINE LAW AND CIVIL SERVICE RULES REQUIRE THAT PROBATIONARY EMPLOYEES, WHETHER ON INITIAL OR PROMOTIONAL PROBATION, BE REVIEWED AT THE END OF THE THIRD MONTH OF EMPLOYMENT. IN ORDER TO ACCOMPLISH THAT REQUIREMENT, HUMAN RESOURCE REPRESENTATIVES AND PROGRAM SUPERVISORS ARE BEING PROVIDED THIS REPORT, WHICH IS BASED UPON THE CRITERIA ESTABLISHED FOR THE PERFORMANCE MANAGEMENT SYSTEM. RATERS AND REVIEWERS SHOULD DISCUSS THE FOLLOWING COMPETENCIES WITH EACH PROBATIONARY EMPLOYEE. A MORE DETAILED EXPLANATION OF EACH COMPETENCY/CRITERIA MAY BE FOUND ON FORM PER 119.

AFTER THREE MONTHS OF EMPLOYMENT, HAS THIS PROBATIONARY EMPLOYEE'S PERFORMANCE BEEN SATISFACTORY? PLEASE ANSWER "YES" OR "NO" AND ADD ANY APPROPRIATE EXPLANATIONS (E.G.: ACTION NECESSARY FOR IMPROVEMENT) FOR THE FOLLOWING CATEGORIES AND QUESTIONS.

CORE COMPETENCIES

INITIATIVE: _____
ADAPTABILITY: _____
PLANNING/ORGANIZING WORK: _____
DECISION MAKING: _____
CUSTOMER SERVICE: _____
TEAMWORK: _____
INTERPERSONAL RELATIONS: _____

TERMS AND CONDITIONS

WORKS WHEN SCHEDULED: _____
REQUESTS/USES TIME APPROPRIATELY: _____
USES SAFETY CLOTHING/EQUIPMENT: _____
OBSERVES HEALTH/SAFETY/SANITATION: POLICIES: _____
FOLLOWS ALL OTHER RULES/POLICIES: _____

JOB KNOWLEDGE AND SKILL

JOB KNOWLEDGE: _____
ORAL COMMUNICATION: _____
WRITTEN COMMUNICATION: _____

MANAGERS/SUPERVISORS ONLY

DELEGATION/FOLLOW-UP: _____
STAFFING: _____
COACHING/COUNSELING: _____
EMPLOYEE DEVELOPMENT: _____
QUALITY FOCUS: _____
PLANNING/ORGANIZING: _____

IF YOU HAVE ANSWERED "NO" TO ANY OF THE ABOVE EXPLAIN, IN DETAIL, THE NATURE OF THE PROBLEM AND CORRECTIVE ACTION NECESSARY TO MEET PROBATIONARY STANDARDS. (USE ADDITIONAL SHEETS IF NECESSARY).

HAS THIS EMPLOYEE RECEIVED A WRITTEN JOB DESCRIPTION FOR THE POSITION? _____
EXPLAIN: _____

HAS THIS EMPLOYEE BEEN ADVISED OF PERFORMANCE EXPECTATIONS FOR THE POSITION? _____
EXPLAIN: _____

HAS THIS EMPLOYEE RECEIVED SUPERVISORY ORIENTATION? _____
EXPLAIN: _____

HAS THIS EMPLOYEE BEEN SCHEDULED FOR NEW EMPLOYEE ORIENTATION? (REQUIRED BY LAW) _____
EXPLAIN: _____

HAS THIS EMPLOYEE MADE REASONABLE PROGRESS TOWARD ACHIEVING THE PERFORMANCE EXPECTATIONS ESTABLISHED ON SECTION 3 OF THE PERFORMANCE MANAGEMENT FORM (PER 119)? _____
EXPLAIN: _____

HAS THE EMPLOYEE MADE REASONABLE PROGRESS TOWARD ACHIEVING FULL PERFORMANCE STANDARDS? _____
EXPLAIN: _____

HAS THE EMPLOYEE BEEN ADVISED OF ANY JOB-RELATED PERFORMANCE PROBLEM(S) IN WRITING? (RECOMMENDED) _____
EXPLAIN: _____

AT THIS MID-WAY POINT OF PROBATION, IS THE EMPLOYEE IN JEOPARDY OF FAILING TO MEET ESTABLISHED PERFORMANCE STANDARDS AND NOT ATTAINING PERMANENT STATUS? _____
EXPLAIN: _____

EMPLOYEE SIGNATURE: _____ DATE: _____

RATER: _____ DATE: _____

REVIEWER: _____ DATE: _____