STATE OF CALIFORNIA – AIR RESOURCES BOARD

REPORT OF PERFORMANCE
FOR PROBATIONARY EMPLOYEE

STD. 636 (REV.11/01/99) (ARB Modified & Automated)

☐ FIRST ☐ SECOND ☐ FINAL

NAME (LAST FIRST INITIAL)	SOCIAL SECURITY NUMBER	DATE OF REPORT
CIVIL SERVICE TITLE	POSITION NUMBER	DATE PROBATION ENDS
STATE DEPARTMENT	SUBDIVISION OF DEPARTMENT	HEADQUARTERS OF EMPLOYEE

YOUR WORK PERFORMANCE WILL DETERMINE WHETHER YOU OBTAIN PERMANENT CIVIL SERVICE STATUS.

QUALIFICATION FACTORS	RATINGS ARE INDICATED BY "X" MARKS			
	UNACCEPTABLE	IMPROVEMENT NEEDED	STANDARD	OUTSTANDING
1. SKILL – EXPERTNESS IN DOING SPECIFIC TASKS; ACCURACY; PRECISION, COMPLETENESS; NEATNESS; QUANTITY.				
2. KNOWLEDGE – EXTENT OF KNOWLEDGE OF METHODS, MATERIALS, TOOLS, EQUIPMENT, TECHNICAL EXPRESSIONS AND OTHER FUNDAMENTAL OBJECT MATTER.				
3. WORK HABITS – ORGANIZATION OF WORK; CARE OF EQUIPMENT; PUNCTUALITY AND DEPENDABILITY; INDUSTRY; FOLLOWS GOOD PRACTICES OF VEHICLE AND PERSONAL SAFETY.				
4. RELATIONSHIPS WITH PEOPLE – ABILITY TO GET ALONG WITH OTHERS; EFFECTIVENESS IN DEALING WITH THE PUBLIC, OTHER EMPLOYEES, PATIENTS OR INMATES.				
5. LEARNING ABILITY – SPEED AND THOROUGHNESS IN LEARNING PROCEDURES, LAWS, RULES AND OTHER DETAILS; ALERTNESS; PERSEVERANCE.				
6. ATTITUDE – ENTHUSIASM FOR THE WORK; WILLINGNESS TO CONFORM TO JOB REQUIREMENTS AND TO ACCEPT SUGGESTIONS FOR WORK IMPROVEMENT, ADAPTABILITY.				
7. ABILITY AS SUPERVISOR – PROFICIENCY IN TRAINING EMPLOYEES AND PLANNING, ORGANIZING, ASSIGNING AND GETTING OUT WORK; LEADERSHIP; UNDERSTANDING OF AND EFFECTIVENESS IN IMPLEMENTING DEPARTMENTAL AND SPB PERSONNEL MANAGEMENT POLICIES INCLUDING EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION.				
8. ADMINISTRATIVE ABILITY – PROMPTNESS OF ACTION; SOUNDNESS OF DECISION; APPLICATION OF GOOD MANAGEMENT PRACTICES; UNDERSTANDING AND EFFECTIVE IMPLEMENTATION OF DEPARTMENTAL AND SPB PERSONNEL MANAGEMENT POLICIES INCLUDING EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION.				
9. FACTORS NOT LISTED ABOVE (USE ADDITIONAL SHEETS IF MORE SPACE IS NEEDED)				
OVER-ALL RATING (THE OVER-ALL RATING MUST BE CONSISTENT WITH THE FACTOR RATINGS AND COMMENTS, BUT THERE IS NO PRESCRIBED FORMULA FOR COMPUTING THE OVER-ALL-RATING.				

COMMENTS TO EMPLOYEE (SUPERVISOR SHOULD INCLUDE FACTUAL EXAMPLES ON WORK ESPECIALLY WELL OR POORLY DONE AND GIVE SUGGESTIONS AS TO HOW PERFORMANCE CAN BE IMPROVED. FACTOR AND OVER-ALL RATINGS OF UNACCEPTABLE AND OVER-ALL RATINGS OF OUTSTANDING MUST BE SUBSTANTIATED. USE ADDITIONAL SHEETS IF MORE SPACE IS NEEDED.)

RATER DISCUSSED REPORT WITH EMPLOYEE. ☐ YES ☐ NO

I RECOMMEND YOU BE GRANTED PERMANENT CIVIL SERVICE STATUS.
(To be checked only on Final Report. If the probationer is rejected, notification must be given as prescribed by Government Code Section 19173.) ☐ YES ☐ NO

SIGNATURE OF RATER	TITLE	DATE
IN SIGNING THIS REPORT I DO NOT NECESSARILY AGREE WITH THE CONCLUSIONS OF THE RATER. *SIGNATURE OF EMPLOYEE*	DATE	☐ I WOULD LIKE TO DISCUSS THIS REPORT WITH THE REVIEWING OFFICER.
I CONCUR IN THE RATINGS GIVEN BY THE RATER. I HAVE MADE NO CHANGE IN THIS REPORT. *SIGNATURE OF REVIEWING OFFICER*	DATE	AS REQUESTED, REVIEWING OFFICER DISCUSSED REPORT WITH EMPLOYEE ON: DATE / INITIALS

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