
Instructions for Supervisors/Managers

Purpose

You are to use this form to conduct required formal evaluation sessions during the career probationary period or transitional/casual appointment. During a *career* 90-day probationary period or a *casual* 90-day appointment, the required sessions include one initial meeting and three evaluation sessions: (1) a 30-day session; (2) a 60-day session; and (3) an 80-day (final) session. The evaluation schedule for a *transitional* 359-day appointment includes one initial meeting and four evaluation sessions: (1) a 30-day session; (2) a 60-day session; (3) an 80-day session; and (4) a 355-day (final) session.

These meetings are in addition to the frequent informal feedback necessary for successful management of the probationary period or appointment. The sessions are to be interactive meetings between you and the employee. The purpose of the first meeting is to outline the six performance factors included in the report. This first meeting is not an evaluation session. The purposes of the remaining sessions are: (1) to evaluate performance; (2) to provide ongoing feedback by developing specific plans to enhance performance levels or to correct deficiencies; and (3) to recommend for/against retention/rehire of employees.

Evaluation

Career Employees (Including Regular Rural Carriers):

A *career* employee is to be evaluated in the three formal sessions as listed above. This report is used to conduct these evaluations during the 90-day *probationary* period only, and will not be used to evaluate a retained employee's future performance after that time.

The probationary period performance ratings must take into consideration that the employee being rated is new to the job. The performance levels of the new employee during the probationary period must not be compared with those of experienced employees. Instead, the examples of satisfactory performance levels on the front of this form should be benchmarks to evaluate job performance.

Temporary Employees:

A *casual* employee is to be evaluated in the three formal sessions as listed above. After the first appointment, the casual employee is to be evaluated only at the end of each appointment in one formal session.

Transitional and mail handler casual employees are to be evaluated in the four formal sessions as listed above. After the first appointment, these employees are to be evaluated only at the end of each appointment in one formal session.

The evaluation of a transitional or casual employee is to be conducted by the employee's immediate supervisor. In cases where the transitional/casual employee does not have a regular work assignment, several supervisors knowledgeable about the employee's performance must reach a consensus on the employee's job performance. The supervisor with primary responsibility for supervising the transitional/casual employee (i.e., on-the-clock-time) must sign the evaluation report and ensure that the employee's ratings are accurate and objective. The performance levels of the new employee during the probationary period must not be compared with those of experienced employees.

Note: Rural Carrier Associates/leave replacements are excluded from such evaluations.

Procedure

Study the instructions and behavioral examples for the six performance factors on the front of this form. Prepare for the evaluations by obtaining documentation such as informal notes, input from other supervisors, or productivity numbers.

During each evaluation session for *career and first appointment transitional/casual* employees, evaluate the employee in terms of their demonstrated performance which is *Outstanding* (O), *Satisfactory* (S), *Unacceptable* (U), or *Not Observed* (NO).

When the first session is completed, you and the employee must initial the line in the lower portion of the form to indicate that you have jointly discussed the performance expectations. After each evaluation session, the employee must initial the appropriate block in the upper portion of the form (block numbers 7c-10c) to indicate that you have conducted the corresponding evaluation session. The initialing indicates that the evaluation was reviewed, not that there is implicit agreement with the evaluation.

On the lower portion of the form, you must indicate whether you would recommend the employee for retention/rehire and initial the recommendation on the line indicated. Use the space provided in the lower portion of the form to write down specific supporting comments for the retention/rehire recommendation. At the conclusion of the final session, both you and the employee must sign the appropriate sections of the report (block numbers 11-12) to indicate that you have jointly conducted all of the evaluation sessions. The employee's signature indicates that the final evaluation was reviewed, not that there is implicit agreement with the evaluation.

During the evaluation session for *subsequent appointments for transitional/casual* employees, evaluate the employee on the performance factors at the end of the appointment. Complete block numbers 9 (casual) or 10 (transitional) and 11-12, in addition to the performance expectations and retention/rehire questions on the lower portion of the form.

Processing

After the final evaluation session, distribute the completed form as indicated: page 1 to the designated postal official, page 2 to the employee, and page 3 in your files. Proper privacy safeguards must be provided for these reports.

Any position requiring driving duties must include a driving performance expectation; a completed Form 4584, *Observations of Driving Practices*, must be attached to this form before forwarding to the postal designee at the final session.

Note: If separation is recommended, this form must be forwarded to the designated postal official immediately to allow sufficient processing time (particularly at the 80-day session for career and most casual employees and at the 355-day session for transitional and mail handler casual employees). An employee who is to be separated for scheme failure must be given at least 7 days notice of such intent. If the employee qualifies on the scheme within the notice period, the employee cannot be separated for prior scheme failure.