



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



Probationary Sergeant - 6 months  
Probationary Patrol Officer - 6 months

Probationary Sergeant - 9 months  
Probationary Patrol Officer - 9 months

Probationary Sergeant -12 months  
Probationary Patrol Officer -12 months

Other

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

**IMPORTANT NOTE**

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 FIVE YEARS**

YEAR	20__	20__	20__	20__	20__	<b>PUNCTUALITY</b> TOTAL TIMES LATE DURING THE LAST 12 MONTHS _____
ABSENCE OCCASIONS						
DAYS LOST						
I.O.D.'S (INJURED ON DUTY)						

**FACTORS - HUMAN INTERACTION**

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
2. QUALITY OF WORK  
Accuracy  
Completeness  
Efficiency
3. ABILITY TO LEARN  
Learns quickly  
Remembers what is taught
4. WRITTEN REPORTS  
Reports are complete  
Reports are accurate  
Reports are clear  
Reports are concise
5. RESPONSE TO INCIDENTS  
Responds quickly  
Handles properly
6. DECISION MAKING  
Possesses judgment required to make good decisions and is willing to make them
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"/>

**OVERALL RATING:**

**COMMENTS ON TECHNICAL COMPETENCE**

**FACTORS - HUMAN INTERACTION**

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

9. RELATIONS WITH CO-WORKERS

Operates as part of a team

10. RELATIONS WITH SUBORDINATES

Maintains high morale  
(Sergeants and Lieutenants only)

11. RELATIONS WITH PUBLIC AND STUDENTS

Treats campus community with respect, dignity and  
tactfulness while carrying out all responsibilities

**OVERALL RATING:**

**COMMENTS ON HUMAN INTERACTION**

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

**COMMENTS ON PERSONAL CHARACTERISTICS**

<b>FACTORS - HUMAN INTERACTION</b>	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					
22. MANAGEMENT ORIENTATION Supportive of organization and its goals					
<b>OVERALL RATING:</b>					

**COMMENTS ON SUPERVISORY/MANAGEMENT ABILITY**

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

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

A. **STRONGLY RECOMMENDED**-This individual possesses the knowledge, skills and personal characteristics to be an outstanding

\_\_\_\_\_

B. **RECOMMENDED**-This individual possesses the knowledge, skills and personal characteristics required to be a

\_\_\_\_\_

C. **NEEDS DEVELOPMENT**-This individual has potential for position

of \_\_\_\_\_ but needs further development at the present level.

D. **LACKS POTENTIAL**-This individual lacks potential at present for

position of \_\_\_\_\_

REVIEWED (College Public Safety Director)

DATE

REVIEWED (College Personnel Director)

DATE

RATER'S SIGNATURE

COUNSELOR'S SIGNATURE

DATE

RATER'S TITLE/RANK

DATE

EMPLOYEE'S SIGNATURE

DATE

GENERAL COMMENTS BY RATER

REVIEWED (Univ. Director of Public Safety)

DATE