



## Reduction of Work Force Qualifying Period Progress Report Form

|   |   |                                   |
|---|---|-----------------------------------|
| <b>Employee Name</b>  | <b>Banner ID #</b>  | <b>Job Classification / Title</b> |
| <b>School/College/Division</b>  | <b>Department</b>   |                                   |
| <b>P&amp;A Local 1979</b>   | <b>Staff Association Local 2071</b>   |                                   |
| <input type="checkbox"/> 45-Calendar Day RIF Job Qualifying (midway)  | <input type="checkbox"/> 30-Calendar Day RIF Job Qualifying (midway)  |                                   |
| <input type="checkbox"/> 90-Calendar Day RIF Job-Qualifying (final)<br>(prior to expiration of qualifying period) | <input type="checkbox"/> 60-Calendar Day RIF Job-Qualifying (final)<br>(prior to expiration of qualifying period) |                                   |
| <b>Article 14.A.1 of the P&amp;A CBA</b>  | <b>Article 18.A.2 of the Staff Association CBA</b>  |                                   |
| <b>Due Date:</b>  | <b>Due Date:</b>  |                                   |

### ACCOMPLISHMENTS OF POSITON DUTIES, TASKS, AND RESPONSIBILITIES

LIST ALL OF THE DUTIES AND RESPONSIBILITIES IN PRIORITY ORDER. DOCUMENT PROGRESS REPORTS BY PROVIDING COMMENTS AND/OR EVIDENCE REGARDING OBSERVED PERFORMANCE, WHICH BRIEFLY DESCRIBE THE ACCOMPLISHMENTS, AND JUSTIFY THE LEVEL OF EVALUATION.

THERE SHALL BE A MINIMUM OF TWO PROGRESS REPORTS DURING THE QUALIFYING PERIOD. THE FINAL PROGRESS REPORT MUST BE COMPLETED AT LEAST TEN DAYS PRIOR TO THE END OF THE QUALIFYING PERIOD, DUE TO SUBSEQUENT PLACEMENT CONSIDERATIONS.

| <b><u>MAJOR DUTIES AND RESPONSIBILITIES</u></b><br>(To be completed by supervisor and shared with employee)  | <b><u>LEVEL OF PERFORMANCE</u></b><br>(To be completed by supervisor)  | <b><u>COMMENTS ON PERFORMANCE</u></b><br>(To be completed by supervisor)   |
|--|--|--|
| <p>This list should be based on the major duties and responsibilities of the employee's job classification description <u>and</u> the unit's specific needs.</p> | <p>Indicate one of these ratings for each duty and responsibility:<br/><b>U L S F S E O</b><br/>(defined on last page)</p> | <p>Should consist of a supporting statement indicating results achieved; also may consist of comments indicating the employee's proficiency with job related skills.</p> |
|  |  |  |



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### OVERALL PERFORMANCE RATING

Evaluate the employee's overall level of performance in the accomplishment of major duties and responsibilities. **An overall performance rating of Unsatisfactory or Outstanding MUST be supported with a written attached justification.**

| <p>Unsatisfactory<br/><input type="checkbox"/></p> <p>Employee fails to accomplish assigned position duties and/or continues to use job-related skills in an inadequate manner.</p> | <p>Less than Satisfactory<br/><input type="checkbox"/></p> <p>Overall performance indicates the employee fails to accomplish assigned position duties and/or uses job-related skills in an inadequate manner; requires an inordinate amount of direct supervision in order to produce work of acceptable quality and quantity. The employee may possess the talent to earn a higher rating if special training and coaching is given.</p> | <p>Fully Satisfactory<br/><input type="checkbox"/></p> <p>Overall performance is characterized by acceptable quality and quantity of work in accomplishment of position duties; uses job related skills in an acceptable manner; requires a degree of supervision that is typical for the position</p> | <p>Excellent<br/><input type="checkbox"/></p> <p>Overall performance is characterized by high quality and quantity of work in the accomplishment of position duties; uses job-related skills in more than acceptable manner on a consistent basis; requires a degree of supervision that is somewhat less than typical for the position.</p> | <p>Outstanding<br/><input type="checkbox"/></p> <p>Overall performance is characterized by exceptionally high quality and quantity of work in accomplishment of position duties on a consistent basis; assumes responsibilities which are beyond the position requirements; uses job-related skills in an exceptional manner; requires substantially less supervision than typical for the position.</p> |
|---|---|--|--|--|
| <p>Supervisor's comments:</p>   |   |  |  |  |
| <p><input type="checkbox"/> I recommend this employee for this position<br/>TO BE COMPLETED AFTER FINAL PROGRESS REPORT</p>   |   | <p><input type="checkbox"/> I do not recommend this employee for this position<br/>TO BE COMPLETED AFTER FINAL PROGRESS REPORT</p>   |  |  |



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**Training provided by S/C/D during the Qualifying Period**

Identify and list the training provided to the employee, to assist them in their proficiency. List any other resources provided.

| TRAINING/RESOURCES PROVIDED | DATE(S) |
|-----------------------------|---------|
|                             |         |
|                             |         |
|                             |         |
|                             |         |
|                             |         |
|                             |         |
|                             |         |



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Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor's Printed Name: \_\_\_\_\_

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

Your signature does not necessarily mean that you agree with this report; it is only to acknowledge that your supervisor has met and reviewed it with you.

Employee comments (optional):