

# State Classified Trial Service Rating

## HUMAN RESOURCES

Employee Name \_\_\_\_\_

Please return to the Human Resources Records Unit no later than:\*\*

Department \_\_\_\_\_

**\*\*Please contact the Records Unit in Human Resources 970-491-MyHR (6947) if there are problems during the employee's trial service rating period that would affect his/her certification.**

Rating Factors	Explanation of Rating Factors	Unsatisfactory	Fair	Good	Very Good	Outstanding
1. Work Habits	Observance of working hours, attendance, care of equipment, compliance with instructions, safety.					
2. Relationship with People	Ability to get along with others, meeting and dealing with public, courtesy, tact.					
3. Dependability	Degree to which employee can be relied upon to carry out instructions and do job without close supervision.					
4. Quality of Work	Accuracy, neatness, effective completion of work assignments.					
5. Quantity of Work	Amount of acceptable work performed, completion of work on schedule, use of time and energy.					
6. Willingness and Interest	Cooperation, enthusiasm for job duties, loyalty to agency objectives, willingness to assume responsibilities.					
7. Adaptability	Ability to learn, ability to perform under change in work conditions performance in emergencies.					
8. Job Intelligence	The ability to understand the essential functions of the job, grasp details, make decisions, and to solve new problems.					

**I hereby certify that I have reviewed this rating in the presence of the rater and have received a copy. My signature does not necessarily mean that I agree with the rating or waive the right of appeal.**

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

Date \_\_\_\_\_

COMMENTS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*When this Trial Service form is returned to Human Resources, the Employee will be certified immediately if the overall rating is "Above Average" or "Satisfactory".

OVERALL RATING BELOW:

☐ Above Average

☐ Satisfactory

☐ Unsatisfactory

**I hereby certify that his report is my unbiased, objective opinion of the merits of the employee rated herein.**

Signature of Rater \_\_\_\_\_

Title of Rater \_\_\_\_\_

**I have reviewed and agree with the rating above.**

Signature of Reviewer \_\_\_\_\_

Title of Reviewer \_\_\_\_\_



**HUMAN RESOURCES**  
COLORADO STATE UNIVERSITY

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