

Probationary Period

If you are a new employee or have been recently re-classified to a higher skill level and are now on probation, use the “[CSUEU Step-By-Step Probation Guide](#)” for further guidance.

The probationary period for new employees and for most recently reclassified employees is one year of service in their classification or skill level.

As a probationary employee, you should have an accurate, official job description that indicates your job duties and the percentage of time spent on each duty. Your job description will be the base used to evaluate your performance during your probation period.

You should be evaluated by the end of the third, sixth, and 11th months of the probationary period. Each evaluation should cover your job performance, personal conduct, and ability to handle responsibility, as measured against the standards of your position.

During probation, you will be rated on the following qualification factors:

- ***Skill:*** Expertness in doing specific tasks; accuracy, precision; completeness; neatness; quantity
- ***Knowledge:*** Extent of knowledge of methods, materials, tools, equipment, technical expressions, and other fundamentals of the job
- ***Work Habits:*** Organization of work; care of equipment; punctuality and dependability; industry; good practice of vehicle and personal safety
- ***Relationships with people:*** Ability to get along with others; effectiveness in dealing with the public, other employees, and students
- ***Learning Ability:*** Speed and thoroughness in learning procedures, laws, rules, and other details; alertness; perseverance
- ***Attitude:*** Enthusiasm for the work; willingness to conform to job requirements and to accept suggestions for work improvement; adaptability

The first evaluation could well be the most important review you receive during your probationary period. By the time you receive this report, the decision may have been made as to whether you are to be accepted or rejected during probation.

Remember to review your job description on a regular basis and to ask about training opportunities. Your human resources department should be able to direct you to available training on your campus. Most importantly, check periodically with your administrator on how you are doing.