

OREGON MILITARY DEPARTMENT	NUMBER: AGI-11
INSTALLATIONS DIVISION	EFFECTIVE DATE: 01 MAY 15
SUBJECT: TRIAL SERVICE	

1. **APPLICABILITY.** This policy/procedure applies to Oregon Military Department employees of the Installations Division (AGI).

2. **AUTHORITY/REFERENCES.**

- (a) AGI-03 Policy - Guidance for Assignment and Hiring of AGI Employees
- (b) State HR Policy 40.065.01 - Trial Service
- (c) AFSCME Collective Bargaining Agreement, Article 24

3. **PURPOSE.** To provide guidance to supervisors and inform trial service employees of the process the Division will use to evaluate performance during this period.

4. **ATTACHMENT.**

- 1 - Trial Service Evaluation Form

5. **BACKGROUND.** Filling a vacancy in the Division takes a significant amount of preparation and effort on behalf of the Supervisor and the agency Human Resources Office (AGP) Staff. Recruitments are conducted in accordance with reference (a) and other applicable AGP policies. After the interview process is completed and reference checks are made, the applicant selected to fill the vacant position accepts employment with the Division. Once the employee is aboard we enter the "Trial Service" phase of the hiring process, which is an extension of the selection process.

Trial service generally occurs upon initial appointment to state service, transfer from another state agency, and upon promotion or demotion. Trial Service is when the agency observes the performance of duties and work place behavior of an individual selected to fill a vacant position. Trial Service is the last step in the selection process.

6. **DISCUSSION.** Employees hired in AGI should be receiving positive and corrective feedback at frequent intervals, particularly during the Trial Service period. When an employee's performance during trial service is poor or not meeting expectations of the position, it is important to remind them that if their performance does not improve, removal from trial service is a possibility.

SUBJECT: TRIAL SERVICE

Reference (b) discusses the terms under which a management service or unrepresented employee is in trial service, how trial service may be extended and how the employee may be removed from trial service if needed. Unclassified Executive Service, Limited Duration and temporary employees do not serve a trial service. Reference (c) has specific language within the collective bargaining agreement concerning Trial Service.

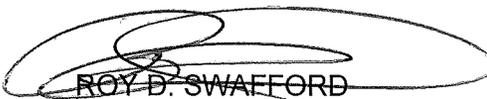
7. **GUIDANCE.**

a. Managers and Supervisors shall become familiar with references (b) and (c) and other relevant policies pertaining to Trial Service.

b. The supervisor is to meet with the Trial Service employee each month to review the employee's progress or lack thereof. Attachment 1 is to be used as a mechanism to document these meetings. Throughout the Trial Service period the supervisor should be keeping relevant information to highlight during each monthly discussion.

c. Supervisors need to keep the AGI Director informed if performance indicators point to an employee's potential removal from Trial Service. The desire is to give every opportunity for new employees to be successful. The agency's State Human Resources Office (AGP) is the appointing authority and if any consideration is being given to remove a Trial Service employee, AGP must be notified early of the issues to aid in decision-making. Managers recommend to AGP the removal from Trial Service, as AGP is the Appointing Authority and performs the removal actions.

9. **INQUIRIES / QUESTIONS:** Questions pertaining to this guidance may be directed to the undersigned at (503) 584-3596.



ROY D. SWAFFORD
MAJ (Ret)
Director of Installations

Trial Service Performance Evaluation

Print Clearly

Employee Name:	Employee Identification Number:
Date Employed:	Date Trial Service Ends:
Classification / Job Title:	Supervisor's Name:

General Instructions:

The employee receives a trial service evaluation in accordance with an applicable Collective Bargaining Agreement or State HR Policy 40.065.01 Trial Service or agency policy.

Evaluation Instructions:

In the boxes below, evaluate the employee, using the following code letters:

- | | |
|-----------------------|--------------------|
| A – Above Average | B - Satisfactory |
| C – Needs Improvement | U - Unsatisfactory |

Document problems, improvements, or points discussed on page two. Ratings of “U” shall be documented.

	Month	1	2	3	4	5	6
Date of Evaluation:							
Topic							
<i>Quality of work performed</i>							
<i>Quantity of work performed</i>							
<i>Attendance</i>							
<i>Ability to work in harmony with co-workers and public</i>							
<i>Learns assigned tasks readily</i>							
<i>Understands and follows verbal and or written instructions</i>							
<i>If applicable, willing and able to perform required duties under all types of conditions</i>							
<i>Care and maintenance of equipment</i>							
<i>Progress toward gaining required license(s) / certification(s)</i>							
Supervisor Initials:							
Employee Initials:							

