



PART I: EMPLOYEE INFORMATION

Last Name: First Name:

Classification: Bargaining Unit:

Evaluator:

Department:

Evaluation Period: From (mm/yy): To (mm/yy):

EMPLOYEE STATUS:

☐ Permanent ☐ Probationary, Ending (mm/yy): ☐ Temporary, Ending: (mm/yy):

EVALUATION TYPE:

☐ Annual ☐ 3rd Month ☐ 6th Month ☐ 11th Month ☐ Other

PART II: PERFORMANCE REVIEW

List the employee's major responsibilities:

Review the seven (7) dimensions of performance. Under each category, comment on the employee's accomplishments and challenges during the evaluation period. Indicate level of performance achieved using the following scale:

5 = Superior 4 = Above Satisfactory 3 = Satisfactory 2 = Needs Improvement 1 = Unsatisfactory

PLEASE NOTE: Individual category ratings must be in whole numbers.

1) Knowledge of policies, procedures, and programs:

Scale:

Demonstrates organizational awareness; knows administrative policies and procedures; has knowledge of business practices; provides accurate information on policies and procedures; makes information easily accessible to all members of the campus community.

Comments:

2) SKILLS AND ABILITIES:

Select a minimum of four which are applicable to the work assignments. Evaluators may identify other relevant criteria if desired.

a) **ANALYTICAL AND DATA ANALYSIS:** Recognizes what information is critical; plans and conducts research and analyses in a deliberate and comprehensive manner, presents results in clear and concise manner.

b) **COMMUNICATION:** Writes clearly; edits work for spelling and grammar; presents numerical data effectively; expresses thoughts clearly, verbally and in writing; seeks out and develops productive work relationships; listens with empathy, responds diplomatically; responds accurately and promptly to questions; listens and gets clarification.

c) **LEADING OTHERS:** Prioritizes and plans work activities of others to meet unit, department and college priorities and timelines; efficiently; motivates others towards common goals, integrates changes, demonstrates ability to coach, mentor, train and develop others.

d) **INFORMATION TECHNOLOGY:** Demonstrates ability to create, edit, format letters, tables and other documents; demonstrates ability to create newsletters or brochures; demonstrates ability to create, edit and format effective slide presentations incorporating video, audio and graphics; demonstrates ability to create and publish a web page using HTML or an easy-to-use authoring application; demonstrates ability to create spreadsheets, use calculations, generate charts and graphs.

e) **JUDGEMENT; PROBLEM SOLVING; AND DECISION MAKING:** Gathers relevant data; evaluates information based on appropriate standards; synthesizes facts, concepts and principles; alerts appropriate persons to emerging problems; is willing to make and take responsibility for decisions; consults with appropriate people; supports and explains reasoning for decisions; makes timely decisions.

f) **TEAM WORK:** Balances individual and unit responsibilities; gives and welcomes feedback; contributes to building a "user-friendly" environment, ensures cooperation and cohesion, facilitates groups in decision making process.

g) **PROJECT COORDINATION:** Develops plans; coordinates projects; communicates changes and progress; completes projects on time and within existing resources.

h) **WORK PRACTICES:** (Includes attendance, punctuality, safety, organization of work area): Schedules time off in advance unless an emergency dictates otherwise; follows department procedures for requesting and reporting use of leave; ensures work responsibilities are covered when absent or apprises supervisor of pending responsibilities or upcoming deadlines; arrives at appointments and meetings on time. Utilizes appropriate safety measures, maintains a professional and orderly work environment.

i) **SELF-DEVELOPMENT/CAREER PLANNING:** Seeks opportunities for professional development; identifies opportunities to contribute to organizational goals; is willing to learn new skills.

j) **CONTRIBUTIONS TO CAMPUS, CSU, COMMUNITY, IF APPLICABLE:** Contributions toward achievement of strategic planning, college, department and unit goals.

Describe and assess a minimum of four skills and abilities below:

Comments:

Scale: ☐

Comments:

Scale: ☐

Comments:

Scale: ☐

Comments:

Scale: ☐

3) QUALITY:Scale:

Demonstrates accuracy and thoroughness; displays commitment to excellence; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.

Comments:**4) USER FRIENDLY INTERACTIONS:**Scale:

Acts/behaves in a manner that reflects respect, courtesy and civility, appreciation, empathy, trust, inclusion and consultation. Establishes and maintains effective work relationships; offers assistance and support to co-workers. Understands lines of reporting, responsibility, and accountability. Provides accurate information; makes information easily accessible to all members of the campus community.

Comments:**5) QUANTITY:**Scale:

Completes work in a timely manner; strives to increase productivity.

Comments:**6) PLANNING AND RESULTS:**Scale:

Prioritizes and plans work activities to meet unit, department and college priorities and timelines; identifies needed resources; plans and utilizes existing and new resources efficiently; accommodates multiple demands for commitment of time energy and resources; adapts to changing priorities, situations and demands; integrates changes.

Comments:**7) CREATIVITY AND INNOVATION:**Scale:

Engages in creative problem solving; thinks "globally"; knows how to re-engineer processes; is open and receptive to new ideas.

Comments:**8) OVERALL RATING:**Scale:

Add the ratings and divide by the number of dimensions rated. Describe the employee's overall performance.

Comments:

PART III: PERFORMANCE PLAN

List the development objectives the employee has achieved during the evaluation period. Next, list your developmental objectives, the activities through which you propose the employee should achieve them and the projected timelines:

Comments:

PART IV: EVALUATOR'S SIGNATURE

Evaluator's Name Evaluator's Signature _____

Evaluator's Title Date:

PART V: EMPLOYEE'S ACKNOWLEDGEMENT OF EVALUATION

__ I have had an opportunity to read and discuss this performance review with the evaluator.

__ I am attaching my comments regarding this evaluation.

__ I would like to discuss this evaluation with an Appropriate Administrator.

__ I decline to sign.

__ I will submit my rebuttal.

Employee's Signature _____ Date _____

PART VI: APPROPRIATE ADMINISTRATOR'S REVIEW

For Probationary employee only, recommend:

- ☐ Grant Permanent Status
- ☐ Reject During Probation (Forward Recommendation)

Comments (Include date and participants):

Administrator's Name: _____ Signature _____

Title: _____ Date: _____