

PERFORMANCE EVALUATION FOR CONFIDENTIAL EMPLOYEES

NAME: _____ **EMPLOYEE NUMBER:** _____

JOB CLASSIFICATION: _____ **DIVISION OR COLLEGE:** _____

EVALUATION PERIOD: _____ **STATUS:** PROBATIONARY PERMANENT

RATINGS: **A—EXCEEDS WORK PERFORMANCE STANDARDS**
B—MEETS WORK PERFORMANCE STANDARDS
C—BELOW WORK PERFORMANCE STANDARDS

PERFORMANCE STANDARDS	A	B	C	COMMENTS
1. QUALITY OF WORK: Consider the employee's job knowledge and the extent to which the employee is accurate, neat, well organized, and thorough.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. QUANTITY OF WORK: Consider the extent to which the amount of work produced meets reasonable standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. WORK HABITS: Consider the extent to which the employee shows good daily attendance, is punctual, orderly, complies with rules, regulations and instructions, and works without immediate supervision.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. PERSONAL QUALITIES: Consider the extent to which the employee uses good judgment, shows initiative, and adapts to emergency and new situations. Personal qualities also include personal hygiene.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. RELATIONSHIP WITH OTHERS: Consider the extent to which the employee works effectively and courteously with fellow employees, students, and the public.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. SUPERVISORY QUALITIES (if applicable): Consider the extent to which the employee exhibits leadership, impartiality, and fairness in making decisions. Shows good judgment in assigning work and communicates effectively. Assignments are completed in an effective and timely manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. GENERAL COMMENTS OR COMMENTS ON OTHER FACTORS NOT LISTED ABOVE.				
8. OVERALL PERFORMANCE RATING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Classification of Position: Do the primary duties of the employee fall within his/her assigned class? If "NO", attach a statement listing duties and responsibilities considered inappropriate to the class.

Supervisor: Yes No

Employee: Yes No

Supervisor's Signature

Date

My signature is an acknowledgment that I have seen and discussed this evaluation with my supervisor, but does not necessarily imply agreement with the evaluation. I understand that I have the right to respond to any inaccurate evaluation or statement and attach such response to this evaluation.

Employee's Signature

Date

Signature of Next Level of Authority

Date

Vice President's Signature

Date

INSTRUCTIONS FOR PREPARING PERFORMANCE EVALUATION FORMS FOR CONFIDENTIAL EMPLOYEES

1. **An Evaluation Shall be Completed for:**
Each regular classified employee. In the event an employee has worked for more than one supervisor during the evaluation period, a separate evaluation shall be completed by each supervisor for whom the employee has worked for at least 90 working days during the evaluation period.
2. **The Person Completing the Evaluation:**
The employee's shall be evaluated by the supervisor who is immediately responsible for the work of the employee. The supervisor is defined as the person who either oversees, reviews, or checks the daily work of the employee or is the one who is most closely acquainted with the employee's work performance. In the event an employee has worked for more than one supervisor during the reporting period, a separate form should be completed by each supervisor under whom the employee has worked.
3. **Before Making the Evaluation, the Supervisor is requested to:**
Verify that the name, employee number, class title, name of Division or College, and reporting period dates for each employee are correct.
4. **An Employee's Work Performance Shall be Evaluated by:**
Placing a check mark (✓) in the appropriate rating box ("Exceeds or Meets Work Performance Standards", or "Needs Improvements") opposite the factor being reported. In addition, the supervisor should state in the "Comments" space the suggestions he/she gave to the employee on how to improve his/her work performance, if improvement is needed, or why the employee's performance fails to meet or exceeds the standards.
5. **The Supervisor May:**
Add factors which he/she considers pertinent to the evaluation and record suggestions made to the employee that will aid him/her in improving his/her work or make other pertinent comments.
6. **The Supervisor Shall:**
 - A. Hold a conference with each employee for whom an evaluation is completed.
Note: The form may be completed at the time of the conference, if the supervisor so wishes.
 - B. Explain to each employee:
 - The reasons for the performance evaluation.
 - The job content of his/her position.
 - The kind of work performance expected.
 - The basis for the evaluation given.
 - Areas where work performance may be improved. Any negative evaluation or comments shall include specific recommendations for improvements and provisions for assisting the employee in implementing any recommendations made. The evaluator and the evaluatee may discuss any questions that the evaluatee has concerning his/her job and/or the responsibilities and duties assigned.
 - If the employee feels that the evaluation is improper, he/she may go to the evaluator's immediate superior to resolve differences. No regular employee shall be denied this privilege.
 - C. Sign the performance evaluation form and obtain the signature of the employee.
 - D. Submit the completed form to his/her immediate supervisor for review and signature.
 - E. Retain a copy of the performance evaluation form in the department's personnel file.
 - F. Provide the employee with a duplicate copy of the completed form. (If the employee is not available, the supervisor will send a copy of the form by certified mail to him/her at his/her last known address.)
 - G. Send the original copy to District Human Resources Division to be placed in the employee's personnel file.
7. **Additional Forms Which May be Used by the Supervisor:**
 - A. A notice of outstanding work performance is available to provide a record of communication for outstanding work performance in regular, day-to-day activities or in an unusually difficult and/or emergency situation. A notice of outstanding work performance may be completed and filed at any time considered appropriate by the employee's supervisor.
 - B. A notice of unsatisfactory service is available to:
 1. Provide a written record of an employee's unsatisfactory service.
 2. Provide a written confirmation that the employee has been told of his/her unsatisfactory service.
 3. Prepare for further disciplinary action such as suspension, demotion, or dismissal.
This notice of unsatisfactory service is given to the employee whenever his/her services are unsatisfactory.
8. If additional comments pertaining to the employee's performances are entered on the form subsequent to the evaluation conference, the employee must be advised of such comments.

DEFINITION OF PERFORMANCE RATINGS

- a. **Exceeds Work Performance Standards:** A check in this column indicates that the employee's performance shows consistent and important contributions which exceed normal expectations. Performance achievements are distinctive and unique and are beyond the principal objectives of the positions. If the employee's work is truly exceptional and worthy of special notice and commendation, a notice of outstanding work performance should be considered.
- b. **Meets Work Performance Standards:** A check in this column indicates that the employee's performance shows attainment of the principal objectives of the position. Performance is consistent with reasonable expectations of a well-trained, competent person in this position classification.
- c. **Below Work Performance Standards:** A check in this column indicates that the employee's performance shows deficiencies which seriously interfere with the attainment of the principal objectives of the position. Improved performance on this factor is needed which requires a serious concentrated effort on the part of the employee to reach a satisfactory level. Continued failure to show improvement may lead to preparation of a notice of unsatisfactory service.