

APPENDIX B PERFORMANCE EVALUATION FORM

NAME: _____ EMPLOYEE NUMBER: _____

CLASSIFICATION: _____ DIVISION OR COLLEGE: _____

EVALUATION PERIOD: _____ STATUS: PROBATIONARY PERMANENT

REVIEWED JOB CLASSIFICATION DESCRIPTION DURING EVALUATION CONFERENCE? YES NO

RATINGS: A—EXCEEDS WORK PERFORMANCE STANDARDS
 B—MEETS WORK PERFORMANCE STANDARDS
 C—NEEDS IMPROVEMENT

PERFORMANCE STANDARDS	* A B C			COMMENTS (Site Specific Suggestions or Examples)
	1. QUALITY OF WORK: Employee demonstrates job knowledge and is accurate, neat, well organized, and thorough.			
2. QUANTITY OF WORK: Employee is productive and meets reasonable standards				
3. WORK HABITS: Employee shows good daily attendance, is punctual, orderly, complies with rules, regulations and instructions and works without immediate supervision.				
4. PERSONAL QUALITIES: Employee uses good judgment, shows initiative, is professional in manner and demeanor and adapts to emergency and new situations.				
5. RELATIONSHIP WITH OTHERS: Employee works effectively and courteously with fellow employees, students and the public.				
6. SUPERVISORY QUALITIES (if applicable): 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.				
7. OTHER FACTORS NOT LISTED ABOVE (Attach additional sheets if necessary)				
8. OVERALL PERFORMANCE RATING (*A-consider Notice of Outstanding Performance) (*C-consider Notice of Unsatisfactory Performance)				
Enter Overall Assessment in "Comments" column ⇄⇄⇄⇄⇄⇄				

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 derogatory 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

1. **An Evaluation Shall be Completed for:**
Each regular classified employee ~~who is not serving in an initial probationary period.~~ In the event an employee has worked for more than one supervisor during the previous period, a separate evaluation shall be completed by each supervisor for whom the employee has worked more than 120 working days.
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:**
A check mark (✓) should be placed in the appropriate box ("Below Work Performance Standards" or Meets or Exceeds Work Performance Standards) 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 below standards, 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 performance evaluation shall be given by the evaluator.
 - The evaluator shall explain the kind of work performance expected.
 - The evaluator shall give the reasons for the evaluation given and any negative evaluation or comments shall include specific recommendations for improvements and provisions for assisting the employee in implementing any recommendations made, and
 - 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 supervisor'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 the triplicate copy of the performance evaluation form for the campus personnel file.
 - F. Give the employee the 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 COLUMNS

- a. **Exceeds Work Performance Standards:** A check in this column indicates that the employee's work is better than satisfactory. If the employee's work is truly exceptional and worthy of special notice and commendation, a notice of outstanding work performance should also be used.
- b. **Meets Work Performance Standards:** A check in this column indicates that the employee's work is satisfactory.
- c. **Below Work Performance Standards:** Persons evaluated in this category usually require additional training and closer supervision in order to meet fully the established work standards. The employee should understand that his/her work is not considered unsatisfactory, but that additional effort on his/her part, along with more help on the part of his/her supervisor, will probably be required to bring his/her performance to a completely acceptable and satisfactory level. Continued failure to show improvement may lead to preparation of a notice of unsatisfactory service.