

PERFORMANCE EVALUATION REPORT - CLASSIFIED

Date Issued:

Employee Name: **NAME**

#**WXXXXX**

Period Covered:

Position: **POSITION**

Supervisor: **NAME**

Type of Report

(3-Mo; 5-Mo; 9-Mo; Annual; Special; Final)

Date of Change if new Supervisor since last evaluation:

GENERAL DIRECTIONS

1. The Human Resources Office will provide the supervisor with the Performance Evaluation Report in triplicate. Supervisor and employee must sign/date all copies. (If additional space is required, attach a second sheet)
2. Distribution:
 - a. Third copy; Supervisor should give 3rd copy to employee at time of evaluation conference;
 - b. Second and original copies; Supervisor send 2nd and original copies to next higher person in the administrative channel for review (sign/date all copies);
 - c. Reviewer send second copy and original, signed and dated, to the Human Resources Director for processing and forwarding to the Chancellor for appropriate action. Original is for permanent retention in employee's personnel file.
3. Prior to completion of Performance Evaluation Report, it is recommended that supervisor and reviewers review Article 9, Evaluation Procedures, of the SEIU Local 790/District Agreement for unit members.
4. SPECIAL EVALUATION: Special evaluation reports may be made at other than the specified times when such are deemed necessary by the supervisor or designated Manager.

SUPERVISOR'S RECOMMENDATION

- A. **End of 3-Month Probationary Period.** This employee should continue probationary employment or, if applicable, subject to recommendation in Item E below.
- B. **End of 5-Month Probationary Period.** This employee should continue probationary employment or, if applicable, subject to recommendation in Item E below.
- C. **End of 9-Month Probationary Period.** This employee is recommended for REGULAR STATUS at the end of probationary period of 365 days. (Note: Evaluation report must indicate satisfactory job performance in order for the employee to successfully complete the probationary period and to achieve permanent status in the position)
- OR
- _____ See Paragraph F below; Dismissal recommended
- D. **Annual Evaluation.** Employee (is) (is not) performing in a satisfactory or better manner. I (do) (do not) recommend this employee for service increment advancement on his/her anniversary date (if applicable).
- E. Employee should continue employment subject to improvement in unsatisfactory and/or needs improvement areas on the reverse side of this page. If applicable, follow-up appraisal will be made by supervisor on _____, 20____ (See Special Evaluation below)
- F. Employee is recommended for dismissal, effective _____, 20____.
- G. **Special Evaluation:** (May be given at any time)
- a. Employee is recommended for SPECIAL COMMENDATION because of outstanding job performance (See attached written justification.)
 - b. Employee is recommended for SPECIAL EVALUATION because of unsatisfactory job performance (See attached written justification.)

SIGNATURES

A. Employee: I have read and received a copy of this Performance Evaluation Report. In signing this report I acknowledge that I have read it and understand the contents. My signature does not necessarily indicate agreement. I understand that I have five (5) working days, after signing this evaluation, to file an appeal. See SEIU Local 790/District Agreement.

Signature - Employee

Date

B. Supervisor: I have discussed this evaluation with the employee on date indicated.

Signature - Supervisor

Date

C. Reviewed by:

Reviewer Signature

Date

Reviewer Supervisor

Date

Reviewer Supervisor

Date

D. For Appropriate Action: (Please initial & date)

President

Date

Chancellor

Date

Human Resources

Date

JOB RELATED PERFORMANCE AREAS

(Check one rating for each Performance Area)

PERFORMANCE AREA	*Unsatisfactory <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Satisfactory <input type="checkbox"/>	Good <input type="checkbox"/>	Excellent <input type="checkbox"/>
1 Quantity of work <input type="checkbox"/> NOT OBSERVED	Doesn't consistently turn out a reasonable amount of work.	Does just enough to get by. Almost never comes up with that little bit extra.	Does average amount of work consistently but needs to be supervised.	Amount of work is always above average.	A top level worker. Conscientious. Always shows a top amount of production.
2 Quality of Work <input type="checkbox"/> NOT OBSERVED	Careless work. Work has to be checked. Undependable.	More than occasional mistakes. Does not consistently meet standards.	Reasonably reliable. No more waste or errors than shown by most.	Consistently better quality than most. An asset to the District.	Only rare errors, waste or rejects. Work can be used as an example for others.
3 Job Knowledge <input type="checkbox"/> NOT OBSERVED	Does not know enough about the job to make a contribution to the District.	Just enough knowledge to get by. Must always be supervised.	Knows most of the details, but needs more experience and training.	Knows the job well enough to be left almost completely independent.	Thorough knowledge of over-all job and virtually every detail.
4 Initiative <input type="checkbox"/> NOT OBSERVED	Does no more than is required as a minimum to hold the job.	Has to be led. Does not show extra effort unless prodded.	Adequate performance.	Conscientious. Diligent. Self-starter. Does not wait for assignments.	Can always be counted on to do that little bit extra, to show full effort.
5 Interpersonal Relationships <input type="checkbox"/> NOT OBSERVED	A negative factor in group morale.	Sometimes upsets others. Needs improvement in human relationships.	Gets along with most people. No significant problems.	A positive factor in morale. Liked. Respected.	Gets along well at all levels, co-workers, lower level employees, and supervisors.
6 Dependability <input type="checkbox"/> NOT OBSERVED	Unreliable. Excessive absences.	Marginal employee. Too many absences, tardiness.	Ordinary, average, reasonable dependability.	Almost never a source of concern. Absent or late only with good justification.	Industriousness of a high order. Always working hard. Completely dependable.
7 Potential <input type="checkbox"/> NOT OBSERVED	Probably will not be able to handle the job.	Much improvement needed to become competent in present job.	Has a reasonable chance. A likely candidate for going beyond present job.	Skilled worker now. Should be able to progress further.	An employee who will surely go beyond present assignment.

COMMENTS: _____

IMPORTANT: *UNSATISFACTORY ratings must be accompanied by a written statement from the supervisor indicating specific reason(s) for the unsatisfactory rating(s).