

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

PERFORMANCE EVALUATION REPORT - CLASSIFIED

Employee Name:
Position:
Type of Report

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

Date Issued:

Period Covered:

Supervisor:

Date of Change if new Supervisor since last evaluation:

GENERAL DIRECTIONS

- 1. Supervisor and employee must sign/date the evaluation form...
2. Distribution:
a. Third copy; Supervisor should give 3rd copy to employee...
b. Second copy; Supervisor send 2nd and original copy to next higher person...
c. Reviewer send original, signed and dated, to the Human Resources Director...
3. Prior to completion of Performance Evaluation Report...
4. SPECIAL EVALUATION: Special evaluation reports may be made at other than the specified times...

SUPERVISOR'S RECOMMENDATION

- A. End of 3-Month Probationary Period. This employee should continue probationary employment...
B. End of 5-Month Probationary Period. This employee should continue probationary employment...
C. End of 9-Month Probationary Period. This employee is recommended for REGULAR STATUS...
D. Annual Evaluation. Employee (is) (is not) performing in a satisfactory or better manner...
E. Employee should continue employment subject to improvement...
F. Employee is recommended for dismissal, effective...
G. Special Evaluation: (May be given at any time)
a. Employee is recommended for SPECIAL COMMENDATION...
b. Employee is recommended for SPECIAL EVALUATION...

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 1021/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 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	*Unsatisfactory <input type="checkbox"/> Careless work. Work has to be checked. Undependable.	Needs Improvement <input type="checkbox"/> More than occasional mistakes. Does not consistently meet standards.	Satisfactory <input type="checkbox"/> Reasonably reliable. No more waste or errors than shown by most.	Good <input type="checkbox"/> Consistently better quality than most. An asset to the District.	Excellent <input type="checkbox"/> Only rare errors, waste or rejects. Work can be used as an example for others.
3. Job Knowledge <input type="checkbox"/> NOT OBSERVED	*Unsatisfactory <input type="checkbox"/> Does not know enough about the job to make a contribution to the District.	Needs Improvement <input type="checkbox"/> Just enough knowledge to get by. Must always be supervised.	Satisfactory <input type="checkbox"/> Knows most of the details, but needs more experience and training.	Good <input type="checkbox"/> Knows the job well enough to be left almost completely independent.	Excellent <input type="checkbox"/> Thorough knowledge of over-all job and virtually every detail.
4. Initiative <input type="checkbox"/> NOT OBSERVED	*Unsatisfactory <input type="checkbox"/> Does no more than is required as a minimum to hold the job.	Needs Improvement <input type="checkbox"/> Has to be led. Does not show extra effort unless prodded.	Satisfactory <input type="checkbox"/> Adequate performance.	Good <input type="checkbox"/> Conscientious. Diligent. Self-starter. Does not wait for assignments.	Excellent <input type="checkbox"/> Can always be counted on to do that little bit extra, to show full effort.
5. Interpersonal Relationships <input type="checkbox"/> NOT OBSERVED	*Unsatisfactory <input type="checkbox"/> A negative factor in group moral.	Needs Improvement <input type="checkbox"/> Sometimes upsets others. Needs improvement in human relations.	Satisfactory <input type="checkbox"/> Gets along with most people. No significant problems.	Good <input type="checkbox"/> A positive factor in morale. Liked. Respected.	Excellent <input type="checkbox"/> Gets along well at all levels, co-workers, lower level employees, and supervisors.
6. Dependability <input type="checkbox"/> NOT OBSERVED	*Unsatisfactory <input type="checkbox"/> Unreliable. Excessive absences.	Needs Improvement <input type="checkbox"/> Marginal employees. Too many absences, tardiness.	Satisfactory <input type="checkbox"/> Ordinary, average, reasonable, dependability.	Good <input type="checkbox"/> Almost never a source of concern. Absent or late only with good justification.	Excellent <input type="checkbox"/> Industriousness of a high order. Always working hard. Completely dependable.
7. Potential <input type="checkbox"/> NOT OBSERVED	*Unsatisfactory <input type="checkbox"/> Probably will not be able to handle the job.	Needs Improvement <input type="checkbox"/> Much improvement needed to become competent in present job.	Satisfactory <input type="checkbox"/> Has a reasonable chance. A likely candidate for going beyond present job.	Good <input type="checkbox"/> Skilled worker now. Should be able to progress further.	Excellent <input type="checkbox"/> 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).