

MARIN COMMUNITY COLLEGE DISTRICT CSEA EMPLOYEE EVALUATION FORM

Employee's Name:	Hours of Employment:
Position:	Evaluation Period: From: To:
Type of Evaluation: 3rd Month <input type="checkbox"/> Permanent: <input type="checkbox"/> or Probationary: 6th Month <input type="checkbox"/>	Evaluator's Name:

RATINGS: All categories must be supported in the comments section or in the form of an attachment.

RATING CODES:

- 1 = Superior performance. One of the very best.
- 2 = Above average. Consistently well above what is expected.
- 3 = Satisfactory. Meets the requirements of the job.
- 4 = Fair. Generally okay, but some improvement needed.
- 5 = Unsatisfactory. Not up to requirements of the job.

Part I. Professional Skills

I. HEALTH AND SAFETY PRACTICES

1. Complies with all safety practices established by the District. 2. Refrains from taking unnecessary risks. 3. Takes proper precautions towards own health.

Performance Level: 1 2 3 4 5

II. KNOWLEDGE OF WORK

1. Aware of duties and responsibilities. 2. Follows work instructions in a complete and thorough manner. 3. Ability to grasp and carry out job duties. 4. Understands job requirements.

Performance Level: 1 2 3 4 5

III. JUDGMENT, DECISION MAKING AND DEPENDABILITY

1. Ability to make good decisions. 2. Recognizes unusual circumstances and responds appropriately. 3. Works well without close supervision. 4. Follows directions.

Performance Level: 1 2 3 4 5

IV. PLANNING AND ORGANIZING WORK

1. Maintains an organized work system. 2. Arranges priorities to meet emergencies.

Performance Level: 1 2 3 4 5

V. QUALITY AND ACCURACY OF WORK

1. Keeps accurate records. 2. Checks, proofreads copy for errors. 3. Shows quality in work performed.

Performance Level: 1 2 3 4 5

VI. COMMUNICATION

1. Communicates clearly and concisely.

Performance Level: 1 2 3 4 5

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VII. OPERATION AND CARE OF EQUIPMENT/WORK AREA

1. Keeps work area neat, cleans up work site/area. 2. Practices preventive maintenance.

Performance Level: 1 2 3 4 5

Part 2. Personal Attributes

I. POSITIVE INTERACTION WITH PEERS, PUBLIC AND STUDENTS

1. Cooperates with public and staff. 2. Treats the public, staff, and students with respect. 3. Promotes respect and collaboration.

Performance Level: 1 2 3 4 5

II. ATTENDANCE/PUNCTUALITY

1. Is rarely absent. 2. Arrives on time. 3. Returns from breaks and lunch on time.

Performance Level: 1 2 3 4 5

III. WORK ATTITUDE

1. Maintains a flexible attitude toward changes in routine and responsibilities. 2. Communicates pertinent information to others.

Performance Level: 1 2 3 4 5

IV. EFFECTIVE USE OF TIME/MEETS DEADLINES

1. Manages work efficiently. 2. Understands priorities in job and plans accordingly.

Performance Level: 1 2 3 4 5

V. INITIATIVE

1. Asks questions when task is not understood. 2. Sees things to do without being told. 3. Learns and applies new ideas, procedures and techniques.

Performance Level: 1 2 3 4 5

VI. SKILL ENHANCEMENT (Workshops, committees, courses, to improve skills) (Narrative)

Part 3. OVERALL EMPLOYEE RATING SUMMARY

Summarize the employee against the total requirement of his/her job:

Performance Level: 1 2 3 4 5

Ratings of 1 or 5 must be substantiated by supporting observation and examples.

Part 4. Employment Recommendation

FOR PERMANENT EMPLOYEES ONLY

Continue in position Continue on condition * (see recommendation below)

FOR PROBATIONARY EMPLOYEES ONLY

Continue in probationary status (3 month evaluation only)
 Extend probationary status _____ Number of Months (Pending written approval of President)
 Do not recommend Permanent Status

COMMENDATION:

MARIN COMMUNITY COLLEGE DISTRICT
CSEA EMPLOYEE EVALUATION FORM

*RECOMMENDATION:

EMPLOYEE COMMENTS IF ANY:

Part 5. Signatures

Signature of Evaluator

Date

Signature of Employee

Date

*It is understood that in signing this form the employee acknowledges having seen and discussed the report. The employee's signature does **not necessary imply agreement** with the conclusion of the evaluator. (Employee comments must be submitted to Personnel Services within ten (10) days)*

Signature of Reviewing Administrator

Date

DISTRIBUTION:

Human Resources

Evaluator

Employee