

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. 5. Recognizes practices that perpetuate inequity and responds appropriately. 6. The ability to participate in formulating recommendations from an equity-minded perspective.¹
- 7. Implements equity-minded practices.

Performance Level: 1 2 3 4 5

¹The College utilizes the following definitions:

Equity: Recognizing the historical and systemic disparities in opportunity and outcomes and providing the resources necessary to address those disparities.
Equity-minded: The perspective or mode of thinking exhibited by practitioners who call attention to patterns of inequity in student outcomes. These practitioners are willing to take personal and institutional responsibility for the success of students, and critically reassess their own practices. It also requires that practitioners are race-conscious and aware of the social and historical context of exclusionary practices in American education.

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. 2. Communicates respectfully and from an equity-minded approach with all members of the College's diverse community.

Performance Level: 1 2 3 4 5

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 with an equity-minded perspective.

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's performance 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

- Retention in position at current salary step Placement at next salary step, if applicable
 Retention under special conditions (See recommendation below) Non-retention

FOR PROBATIONARY EMPLOYEES ONLY

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

COMMENDATION:

*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 necessarily imply agreement** with the conclusion of the evaluator. (Employee comments must be submitted to Human Resources within ten (10) days).

Signature of Reviewing Administrator _____ Date _____

DISTRIBUTION:

Human Resources

Evaluator

Employee

Employee's Personnel File