

# EMPLOYEE PERFORMANCE EVALUATION

\_\_\_\_\_ To \_\_\_\_\_  
 (Inclusive Dates)

\_\_\_\_\_ (Last Name)                      \_\_\_\_\_ (First Name)                      \_\_\_\_\_ (Middle Initial)

\_\_\_\_\_ (Title)    \_\_\_\_\_ (Employee ID Number)

\_\_\_\_\_ (College)    \_\_\_\_\_ (Work Area)    \_\_\_\_\_ (Manager)

Overall Rating:	Commendable Competent Needs Improvement Unsatisfactory
Performance Improvement Plan Attached:	Yes                      No
<b>Probationary:</b>	<b>Permanent:</b>
First (3 month)	Biennial (2 years)
Final (5 month)	Position Change (6 month)
Recommended	Off Cycle
Continued Employment	Follow Up Eval by: _____

The performance evaluation is made to assist employees in their efforts to perform their duties. Conclusions based upon this employee's work performance during the period covered by this report are summarized below. The employee shall receive a copy of the evaluation placed in their personnel file.

**Note to Manager:** Review the employee's performance. Under each category, comment on the employee's accomplishments and challenges during the evaluation period. Indicate level of performance achieved using the following scale.

- 4 = Commendable – The employee's work consistently exceeds the standard for this position.
- 3 = Competent – The employee's work is consistently satisfactory.
- 2 = Needs Improvement – The employee's work needs to improve. A Performance Improvement Plan will be issued as part of this evaluation.
- 1 = Unsatisfactory – The employee's work is unsatisfactory. A Performance Improvement Plan will be issued as part of this evaluation.

**Performance Improvement Note:** If any item on this report is unsatisfactory or needs improvement, the evaluator shall provide the employee with a Performance Improvement Plan and may schedule a follow-up evaluation. For probationary employees, this only applies if employee is recommended for continued employment.

**Quality/Quantity of Work:** **Ratings:    4    3    2    1**

Accuracy, quality of work product and thoroughness				
Amount of work performed				
Completion of work on time				
Looks for ways to improve and promote quality				
Applies feedback to improve performance				
Monitors own work to ensure quality				
Comments:				

**Communication, as appropriate for assigned duties:****Ratings: 4 3 2 1**

Written Communication				
Verbal Communication				
Comments:				

**Adaptability/Initiative:****Ratings: 4 3 2 1**

Performance in new situations				
Performance in workload crisis				
Performance with minimal instruction				
Self-reliance				
Resourcefulness/problem solving ability				
Accepts and carries out assigned duties				
Ownership in work product				
Provides training and instruction				
Uses good judgment				
Comments:				

**Work Habits:****Ratings: 4 3 2 1**

Observance of work hours				
Attendance				
Observance of rules and regulations				
Observance of safety rules				
Compliance with work schedule				
Comments:				

**Lead Responsibilities (If applicable)****Ratings: 4 3 2 1**

Planning				
Setting an example				
Making decisions				
Fairness and impartiality				
Approachability				
Comments:				

**Personal Relations****Ratings: 4 3 2 1**

Meeting and interacting with the public				
Getting along with fellow employees				
Personal appearance appropriate for assigned duties				
Comments:				

**OVERALL RATING**

<p>4 = Commendable – The employee’s work consistently exceeds the standard for this position.</p> <p>3 = Competent – The employee’s work is consistently satisfactory.</p> <p>2 = Needs Improvement – The employee’s work needs to improve.</p> <p>1 = Unsatisfactory – The employee’s work is unsatisfactory.</p>
--

This performance evaluation represents my best judgment of this employee’s performance. My signature indicates I have discussed this evaluation with the employee.

Immediate Management Supervisor /Evaluator \_\_\_\_\_ Date \_\_\_\_\_

This performance evaluation has been discussed with me by my Immediate Manager/Evaluator. I understand that my signature does not necessarily mean that I agree with this evaluation. I know this evaluation will become part of my personnel file and I have the right to respond in writing (CSEA/YCCD Contract, Article 8).

Employee \_\_\_\_\_ Date \_\_\_\_\_