

SAN JOSE ● EVERGREEN COMMUNITY COLLEGE DISTRICT
CLASSIFIED EMPLOYEE PERFORMANCE EVALUATION

Employee Name _____ Job Title _____
 Evaluation Period _____ to _____
 Department _____ Supervisor _____

Check one: Permanent - Annual Probationary: 3 mo. 6 mo. 11 mo.
 Special

All Ratings must include comments. If Rating is Unsatisfactory or Needs Improvement, a strategy to address performance deficit is required, which may include a Performance Improvement Plan where appropriate. If Performance Area does Not Apply to this position, check the NA box

PERFORMANCE AREAS	EXCEEDS EXPECTATIONS	MEETS EXPECTATIONS	NEEDS IMPROVEMENT	UNSATISFACTORY
<p><u>KNOWLEDGE:</u></p> <p>Demonstrates knowledge of job-related skills and position requirements.</p> <p><input type="checkbox"/> N/A</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><u>COMMENTS:</u></p>				
<p><u>QUANTITY/AMOUNT OF WORK:</u></p> <p>Completes assigned work in a timely manner.</p> <p><input type="checkbox"/> N/A</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><u>COMMENTS:</u></p>				

<p><u>QUALITY:</u></p> <p>Work is accurate, neat and thorough; pays attention to detail for assigned tasks; demonstrates positive work habits.</p> <p><input type="checkbox"/> N/A</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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COMMENTS:

<p><u>JUDGMENT:</u></p> <p>Performs well with minimal instruction; makes sound decisions absent detailed instructions or direct supervision.</p> <p><input type="checkbox"/> N/A</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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COMMENTS:

<p><u>ADAPTABILITY/INITIATIVE:</u></p> <p>Resourceful in meeting job responsibilities in new situations.</p> <p>Responds to challenges with a positive, problem-solving approach; accepts appropriate assignments and recommendations for improvement.</p> <p><input type="checkbox"/> N/A</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><u>COMMENTS:</u></p>				
<p><u>RELIABILITY:</u></p> <p>Responds to assignments and requests for information or assistance in a timely manner.</p> <p><input type="checkbox"/> N/A</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><u>COMMENTS:</u></p>				
<p><u>ATTENDANCE:</u></p> <p>Prompt attendance on a consistent basis. Takes appropriate breaks. Informs supervisor in timely manner of lateness or absence.</p> <p><input type="checkbox"/> N/A</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><u>COMMENTS:</u></p>				

<p><u>PROFESSIONAL INTERACTIONS & COOPERATION:</u></p> <p>Communicates with and presents to coworkers, supervisors, students and community members in a professional, respectful manner; willingness to help others; works well in diverse environment.</p> <p><input type="checkbox"/> N/A</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<p><u>COMMENTS:</u></p>				
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<p><u>TIME MANAGEMENT:</u></p> <p>Plans time efficiently and effectively; resourceful; ability to prioritize work.</p> <p><input type="checkbox"/> N/A</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<p><u>COMMENTS:</u></p>				
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<p><u>COMMUNICATION:</u></p> <p>Communicates effectively, both verbally and in writing.</p> <p><input type="checkbox"/> N/A</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<p><u>COMMENTS:</u></p>				
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<p><u>SAFETY:</u></p> <p>Works safely and uses good judgment in work environment.</p> <p><input type="checkbox"/> N/A</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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COMMENTS:

<p><u>LEAD RESPONSIBILITIES:</u></p> <p>[ONLY APPLICABLE FOR POSITIONS WITH LEAD WORKER DUTIES]</p> <p>Plans, assigns, and reviews work as appropriate to job classification; applies rules and procedures accurately and consistently; collaborates with supervisors to ensure appropriate delegation; communicates workplace strategies and challenges with supervisor.</p> <p><input type="checkbox"/> N/A</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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COMMENTS:

GOALS FOR CURRENT EVALUATION CYCLE

<u>Goal:</u>	
<u>Measurement and Additional Resources to Accomplish (if applicable):</u>	
<u>Status toward Goal:</u>	

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<u>Status toward Goal:</u>	

<u>Goal:</u>	
<u>Measurement and Additional Resources to Accomplish (if applicable):</u>	
<u>Status toward Goal:</u>	

GOALS FOR NEW EVALUATION CYCLE

Goal:

Measurement and Additional Resources to Accomplish (if applicable):

Goal:

Measurement and Additional Resources to Accomplish (if applicable):

Goal:

Measurement and Additional Resources to Accomplish (if applicable):

Evaluator's additional comments, if any (Attach a separate sheet, if necessary)

Evaluator's Signature and Title

Date

Employee Statement: I acknowledge that I have reviewed this evaluation and any attached addendum and have discussed them with my supervisor. I understand that my signature does not necessarily mean that I agree with this evaluation, but that I acknowledge receipt of a copy.

Employee's Comments (Attach a separate sheet, if necessary).

Employee's Signature

Date