**San Jose/Evergreen Community College District**

**CONFIDENTIAL EMPLOYEE PERFORMANCE EVALUATION**

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| Employee Name: |  |

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| Reporting Period: | From: |  | To: |  |

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|  | 4th Month. |  | 8th Month |  | Annual |  | Other |  |

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| Position Classification: |  |  |

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| Department: |  |  |

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| Supervisor: |  |  |

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| Return to Human Resources Office by: |  |

Recognizing that employees comprise the District’s most valuable asset, performance evaluations encourage excellence by providing a written assessment of employee work performance. The performance evaluation system should communicate performance standards for the position and encourage growth and improvement of performance for the future.

The relationship between the employee and the supervisor should be one of mutual confidence, respect and understanding.

Both the supervisor and the employee are responsible for initiating and maintaining the climate, work environment and human relationships that encourage open communication and personal and professional growth. Such communication will enable them to carry out their responsibilities in an efficient and successful manner.

The performance evaluation is based upon a mutual understanding of job expectations. This is accomplished through review of the job description, knowledge of District priorities, review of the performance evaluation system and, most importantly, ongoing communication throughout the year

The performance evaluation becomes meaningful as the supervisor and the employee develop a mutual understanding of the purposes of the evaluation, the responsibility each party plays in the process, and how it is to be accomplished.

**Each Supervisor has the responsibility to:**

• Provide ongoing specific suggestions and assistance that will enable the employee to accomplish the assigned duties.

• Work to alleviate those conditions that act as limitations or constraints on the performance of assigned duties.

• Schedule the evaluation conference in a timely manner. Conduct the conference in a quiet, private location, providing adequate time with minimal interruptions.

• Provide comments, in each category, that reflect on the employee’s performance.

**Each Employee has the responsibility to:**

• Identify areas where the employee believes he / she has excelled.

• Seek suggestions for improvement from his /her supervisor and to discuss each suggestion.

• Discuss with the supervisor limitations or constraints which may interfere with his /her performance of assigned duties.

• Communicate questions and concerns related to the job as soon as identified.

DISTRIBUTION: ORIGINAL – Human Resources 1ST COPY – Supervisor 2ND COPY – Employee

To the Evaluator: You must provide a detailed explanation of ratings in the comments section or this document will be considered invalid.

# PERFORMANCE RATINGS

**SUPERIOR:** Consistently performs above standards.

**SATISFACTORY:** Meets standards; performs job functions as expected.

**NEEDS TO IMPROVE:** Does not meet standards, but has potential to improve.

Requires excessive direction and supervision to accomplish tasks.

**UNSATISFACTORY:** Does not meet performance standards. Work has not improved despite assistance; Does not perform job functions despite direction.

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| **JOB KNOWLEDGE:** *Understands and demonstrates the skills and duties required for the job.* | | | | | | | | |
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| **PERFORMANCE OF RESPONSIBILITIES:** *Uses time efficiently, organizes work effectively, completes work on schedule.* | | | | | | | | |
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| **QUALITY OF WORK:** *Performs work with accuracy, thoroughness, effectiveness and neatness.* | | | | | | | | |
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| **JUDGEMENT:** *Effectiveness of decisions.* | | | | | | | | |
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| **ADAPTABILITY:** *Demonstrates the ability and willingness to be flexible, adapts to change and learns new tasks.* | | | | | | | | |
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| **COOPERATION / WORKING RELATIONSHIPS:** *Works effectively with students and associates.* | | | | | | | | |
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| **COMMUNICATION:** *Effectively listens and expresses ideas in written and oral form.* | | | | | | | | |
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| **ATTENDANCE / OBSERVANCE OF WORK HOURS:** *Conforms to agreed upon work schedule.* | | | | | | | | |
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| **INITIATIVE / CREATIVITY (Optional):** *Originates useful ideas, suggestions for improvement and voluntarily initiates new assignments.* | | | |
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| **OVERALL PERFORMANCE RATING** | | | | | | | | |
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|  Superior | |  Satisfactory | | |  Needs to Improve | |  Unsatisfactory | |
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**Major Position Duties (from job description) on which the next appraisal will be based:**

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**Employee:**

I acknowledge having seen and discussed this report with my supervisor. My signature does not necessarily signify agreement. I understand that I may submit a written response to be attached to this appraisal and placed in my personnel file.\*

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| Signature |  | Date |

**Supervisor:**

This report is based on my direct observation and / or knowledge. It represents my best judgment of this employee’s performance.

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| Signature |  | Date |

**Evaluator’s Supervisor:**

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| Signature |  | Date |

\*Written response must be submitted to the supervisor within ten (10) working days. The original copy will be attached to the Performance Evaluation Report and forwarded to Human Resources.