

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

CONFIDENTIAL EMPLOYEE EVALUATION PROCESS

Purpose

The purpose of the evaluation is to assess performance and promote professional and personal growth.

Frequency

The performance evaluation will be accomplished every year by June 30th.

Additional evaluations are optional at the supervisor's discretion.

Procedures

- a) The supervisor's assessment will be recorded on the confidential employee evaluation form. Ratings, commendations and/or recommendations will be written for each applicable area. An improvement plan will be written on this form when warranted. The evaluator and evaluatee will discuss the assessment during annual conference, including annual planning and review of goals
- b) The evaluatee may submit written comments or rebuttal to their evaluation within ten (10) working days after the evaluation has been discussed.

Victor Valley Community College District Confidential Employee Performance Evaluation Form

Employee Name:	Position:
Department/Division:	Rating Period:
Length of Time in Position:	Evaluator's Name/Title:

Please check one:

<input type="checkbox"/>	Permanent Employee
<input type="checkbox"/>	Probationary Employee _____ (position date)

Review the dimensions of 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. Outstanding

3. Meets Expectations

2. Needs improvement – Employee will be issued an improvement plan. Improvement plan will be reviewed by manager and employee within six months.

1. Below Minimal Standards – Employee will be issued an improvement plan. Improvement plan will be reviewed by manager and employee within six months.

PLEASE NOTE: Individual category ratings must be in whole numbers

1) Quality of Work: Demonstrates accuracy and thoroughness; displays commitment to excellence; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.	RATING:
Comments:	

2) Productivity: Completes work in a timely manner.	RATING:
Comments:	

3) Working Relations: Acts in a manner that reflects respect, courtesy, civility, and appreciation. Establishes and maintains effective work relationships. Offers assistance and support to co-workers. Understands lines of reporting, responsibility, and accountability. Provides accurate information.	RATING:
Comments:	

--

4) **Skills and Abilities:** Select all which are applicable to the work assignment. Evaluators may identify other relevant criteria if desired.

a) Attendance and Punctuality: Reports to work as scheduled and on time and complies with standards for attendance, rest periods, and meal periods.	RATING:
Comments:	
b) Dependability and Reliability: Carries out the responsibilities of the position with minimal supervision and guidance.	RATING:
Comments:	
c) Communication: Writes clearly, edits work for spelling and grammar, presents numerical data effectively, expresses thoughts clearly, verbally and in writing.	RATING:
Comments:	
d) Team Work: Balances individual and unit responsibilities; works effectively as part of a group.	RATING:
Comments:	
e) Safety: Complies with District safety policies and practices. Operates equipment and/or vehicles in a safe manner. Reports unsafe conditions.	RATING:
Comments:	
f) Professional Development: Builds on performance and continues professional development.	RATING:

Comments:	
g) Analytical and Data Analysis: Recognizes what information is critical; plans and conducts research and analyses in clear and concise manner.	RATING:
Comments:	
h) Information Technology: Demonstrates ability to use current technology in performing job duties.	RATING:
Comments:	
i) Leading Others: Prioritizes and plans work activities of others to meet unit, department and college priorities and timelines; motivates others towards common goals, integrates changes, demonstrates ability to coach, mentor, train and develop others.	RATING:
Comments:	

OVERALL WORK PERFORMANCE	RATING:
Evaluator's Comments: (Ratings of "Needs Improvement" or "Unsatisfactory" must be supported by statement of the facts and suggestions for improvement. Comments may also include special commendations.)	

Goals Assessment of Progress (align goals to Educational Master Plan goals; complete section after reviewing Annual Planning and Review of Goals for Confidential Employees forms completed last year)

For probationary employee only, check recommendation:

<input type="checkbox"/>	Grant permanent Status
<input type="checkbox"/>	Continue Probationary Period
<input type="checkbox"/>	Discontinue Employment

Evaluatee's Comments:

Employee Signature: My signature below signifies that I have read and/or discussed this evaluation with my supervisor. It does not necessarily imply that I agree with the evaluation. I understand that I may submit written comments or rebuttal to this evaluation within ten (10) working days.

Evaluators Signature

Evaluatee's Signature

Date

Date