

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT EVALUATION

Employee Name: _____

Date Due: _____

Period to be reviewed: _____ to _____

Position Title:	Location/Department:
Supervisor:	Annual <input type="checkbox"/> Probationary <input type="checkbox"/> 2-Year <input type="checkbox"/> Other _____ <input type="checkbox"/>

PERFORMANCE RATING SCALE

1. Unsatisfactory (Improvement plan must be attached)
 2. Requires improvement (Improvement plan must be attached)
 3. Meets Expected standards
 4. Exceeds Expected standards
- N/A = Non Applicable

Employee's comments are to be completed prior to the evaluation meeting with the supervisor.

A rating of 1 or 2 must have comments and be addressed in an "Improvement Plan" If an employee receives evaluation rating of 1 or 2, a separate meeting shall be scheduled to discuss the improvement plan and the employee is to be reevaluated in 30 to 90 calendar days.

Performance Factors:

RATINGS:

Quality of Work – Work is accurate, organized, neat and thorough	EMP	SPV
Employee Comments:		
Supervisor Comments:		
Improvement Plan if needed (From Improvement Plan Meeting)		

Quantity of Work - Regularly produces expected volume of work; meets deadlines, job requirements, and guidelines; uses time effectively.	EMP	SPV
Employee Comments:		
Supervisor Comments:		
Improvement Plan if needed (From Improvement Plan Meeting)		

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Knowledge of Job - Understand all aspects of work, possesses technical skill, is well informed and knowledgeable in performing to the level expected for the job.

EMP **SPV**

Employee Comments:

Supervisor Comments:

Improvement Plan if needed (From Improvement Plan Meeting)

Professional Development/Goals

EMP **SPV**

Employee Comments:

Supervisor Comments:

Improvement Plan if needed (From Improvement Plan Meeting)

Attendance and Punctuality - Adheres to work days and hours; demonstrates promptness and is regularly present.

EMP **SPV**

Employee Comments:

Supervisor Comments:

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Initiative - Is proactive in completing job duties with limited direction from the supervisor; offers suggestions to improve work process and the environment; demonstrates commitment to self-improvement.	EMP	SPV
Employee Comments:		
Supervisor Comments:		
Improvement Plan if needed (From Improvement Plan Meeting)		

Teamwork/Attitude/Working Relationships – Acts in a manner that reflects courtesy, civility, and respect to all. Establishes and maintains effective working relationships.	EMP	SPV
Employee Comments:		
Supervisor Comments:		
Improvement Plan if needed (From Improvement Plan Meeting)		

Customer Service – Is attentive and responsible to customers’ needs and requests and is consistently courteous and respectful.	EMP	SPV
Employee Comments:		
Supervisor Comments:		
Improvement Plan if needed (From Improvement Plan Meeting)		

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Communication – Communicates and presents ideas clearly and concisely orally and/or in writing.

EMP	SPV

Employee Comments:

Supervisor Comments:

Improvement Plan if needed (From Improvement Plan Meeting)

Work Habits – Observes District rules and regulations; complies with District safety policies and practices; operates equipment and/or vehicles in a safe manner.

EMP	SPV

Employee Comments:

Supervisor Comments:

Improvement Plan if needed (From Improvement Plan Meeting)

It is the responsibility of the employee and supervisor to compare the job description with the duties during the evaluation process.

I have reviewed the job description and duties.

Supervisor

YES

Employee

YES

This evaluation represents my best judgment of this employee's performance.

Supervisor: _____ Date: _____

This report has been discussed with me. Signing this form does not necessarily mean that I agree with all the ratings. I understand that I have the right to submit a response; this response will be attached to my evaluation and placed in my personnel file.

I Agree with this evaluation I do not agree with this evaluation

Employee signature: _____ Date: _____