

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT EVALUATION

Employee Name: _____

Date Due: _____

Period to be reviewed: _____ to _____

Position Title:	Location/Department:
Supervisor:	Annual [] Probationary [] Other _____ []

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

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.

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

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)		

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:		

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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:

Improvement Plan if needed (From Improvement Plan Meeting)

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)

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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) _____ _____		

Caring Campus – Greets students and staff in an engaging way, resolves issues from students or staff; considers students’ needs and their personal situation when making decisions. 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) _____ _____		

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: _____ _____		

