

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.