ARTICLE 14 EVALUATIONS

- 14.1 Evaluations are a process by which a unit member's performance and conduct on the job are measured in accordance with District standards and expectations. As part of this process, positive and open communications between the unit member and the immediate supervisor are encouraged. Evaluations should reflect a unit member's strengths and weaknesses with the general objective of maintaining or exceeding District standards and expectations.
- 14.2 All permanent unit members shall be evaluated annually by the immediate supervisor. The written evaluation and the conference in connection therewith between the unit member and the immediate supervisor shall occur on or about the unit member's anniversary date in the position.
- 14.3 All newly hired unit members shall serve a probationary period of twelve (12) months. All probationary unit members shall be evaluated at the end of the third, sixth and eleventh month of the probationary period. Failure to evaluate a probationary unit member as required by this article shall in no way affect a decision to terminate the unit member during the probationary period.
- 14.4 A probationary or permanent unit member who is reassigned into another classification and is serving a six month trial service period in the new classification shall be evaluated at the end of the third and the fifth months of such six month trial service period.
- 14.5 All evaluations shall be based upon essential functions of the particular classification as outlined in the job description and all other relevant factors including, but not limited to, punctuality, attendance, conduct and teamwork.
- 14.6 Unit members serving in lead positions, upon the request of the immediate supervisor, shall provide input and otherwise cooperate in the evaluation process. By doing so, the lead person shall not be deemed to be the evaluator.
- 14.7 A sample of the evaluation forms to be utilized in the evaluation process is contained in Appendix F.

APPENDIX F CLASSIFIED EVALUATION FORM

Employee Name:

verify information as directed. \vec{E}

Date Due:

Period to be reviewed:

Position Title: Office Assistant.	Location/Department:
PERFORI 1. Unsatisfactory	MANCE RATING SCALE
 Requires much improvement Requires some improvement Meets standards Exceeds standards Far exceeds standards 	SAMPLE
7. Excellent REPRESENTATIVE DUTIES:	RATINGS:
	s to support a special program or District function, reports, schedules, lists, examinations, forms or other
Development Plan:	
Comments	
The state of the PR parts between the control of th	
	related to assigned office; ensure accuracy and classify and file materials in alpha, numeric or other m/function financial records as assigned. <i>E</i>
Development Plan:	
Comments	

Perform receptionist duties and answer telephones; take and relay messages; greet students and the EMP SPV

public; direct inquiries to the appropriate person or office; make telephone calls to request, provide or

Employee Name:

Date Due:

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ewelopment Plan:	duties for the assignment	gned super	visor, instr	ictors and	other st	aff	MP	
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hedule appointments and meetinedules and calendars. E		rangements	as required	d; maintain				

Employee Name:

Date Due:

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Operate a variety of office equipment such as typewriter, fax machine and copier; operate computer equipment to enter and retrieve data, maintain records and generate reports.	EMP	SPV
Development Plan:		Parasanas anacione am
Comments .		
Maintain supply and material inventory of assigned area as required; order, receive and distribute naterials, equipment and supplies as directed.	ЕМР	SPV
evelopment Plan:		
evelopment Plan: omments		
	EMP	SPV
omments Issure the timely duplication and distribution of a variety of records, reports and other materials as	EMP	SPV

Employee Name:

Date Due:

Development Plan: Comments	The continue of the continue o	SPV
Train, provide work direction and coordinate schedules of student workers as assigned. Development Plan: Comments	N P	SPV
Development Plan: Comments	MP	SPV
Comments		
Perform related duties as assigned.		
	IP S	PV
Development Plan:		
Comments		
OTHER RATING QUALITIES: Attendance		

Employee Name:

Date Due:

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Employee Name:

Supervisor

Management

Date Due:

Date

Date

OVERALL PERF	ORMANCE EVAL	UATION:							
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