

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

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT APPRAISAL

Employee Name:

Date Due:

Period to be reviewed:

Position Title: Office Assistant.

Location/Department:

PERFORMANCE RATING SCALE

1. Unsatisfactory
2. Requires much improvement
3. Requires some improvement
4. Meets standards
5. Exceeds standards
6. Far exceeds standards
7. Excellent

SAMPLE

REPRESENTATIVE DUTIES:**RATINGS:**

Perform a variety of responsible clerical duties to support a special program or District function, including typing letters, memoranda, bulletins, reports, schedules, lists, examinations, forms or other materials as requested. *E*

EMP	SPV

Development Plan:**Comments**

Maintain a variety of logs, records and files related to assigned office; ensure accuracy and confidentiality of documents as appropriate; sort, classify and file materials in alpha, numeric or other established sequence; may maintain basic program/function financial records as assigned. *E*

EMP	SPV

Development Plan:**Comments**

Perform receptionist duties and answer telephones; take and relay messages; greet students and the public; direct inquiries to the appropriate person or office; make telephone calls to request, provide or verify information as directed. *E*

EMP	SPV

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT APPRAISAL

Employee Name:

Date Due:

Period to be reviewed:

Development Plan:**Comments**

Provide routine information and assistance to students and the public regarding assigned program or function. *E*

EMP SPV**Development Plan:****Comments**

Type and perform other clerical duties for the assigned supervisor, instructors and other staff members as directed. *E*

EMP SPV**Development Plan:****Comments**

Schedule appointments and meetings; make travel arrangements as required; maintain various schedules and calendars. *E*

EMP SPV**Development Plan:****Comments**

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT APPRAISAL

Employee Name:

Date Due:

Period to be reviewed:

Receive applications or other documents for assigned program/function; review for accuracy and completion. <i>E</i>	EMP	SPV
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Development Plan:		
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Comments		
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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
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Development Plan:		
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Comments		
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Maintain supply and material inventory of assigned area as required; order, receive and distribute materials, equipment and supplies as directed.	EMP	SPV
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Development Plan:		
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Comments		
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Ensure the timely duplication and distribution of a variety of records, reports and other materials as directed.	EMP	SPV
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Development Plan:		
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Comments		
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VICTOR VALLEY COMMUNITY COLLEGE DISTRICT APPRAISAL

Employee Name:**Date Due:****Period to be reviewed:**

Sort and distribute incoming U.S. and District mail.	EMP	SPV
Development Plan:		
Comments		

Train, provide work direction and coordinate schedules of student workers as assigned.	EMP	SPV
Development Plan:		
Comments		

Perform related duties as assigned.	EMP	SPV
Development Plan:		
Comments		

OTHER RATING QUALITIES:

Attendance	EMP	SPV

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT APPRAISAL

Employee Name:

Date Due:

Period to be reviewed:

Development Plan:**Comments****Professional Development****EMP** **SPV****Development Plan:****Comments****Punctuality****EMP** **SPV****Development Plan:****Comments****Teamwork****EMP** **SPV****Development Plan:****Comments**

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT APPRAISAL

Employee Name:

Date Due:

Period to be reviewed:

OVERALL PERFORMANCE EVALUATION:

Overall Performance Rating	EMP	SPV
Overall Rating Narrative:		
Changes in Duties:		
Employee Comments:		

SIGNATURES:

Employee Signature	Date
Supervisor	Date
Management	Date