

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 two years.

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 a bi-annual conference.
- b) The evaluatee may submit written comments or rebuttal to his/her evaluation within fifteen (15) working days after the evaluation has been discussed.

CONFIDENTIAL EVALUATION SCHEDULE

1. End of sixth month of employment, evaluation is completed.
2. End of first year of employment, evaluation is completed.
3. End of third year, cycle repeats with #2.
4. Additional evaluations are optional at the supervisor's discretion.

Victor Valley Community College District Confidential Employee Performance Evaluation Form

Employee Name:	Position:
Department/Division:	Rating Period:
Length of Time in Position:	Evaluator's Name/Title:

Please check one:

<input type="checkbox"/>	Permanent Employee
<input type="checkbox"/>	Probationary Employee _____

Review the dimensions of performance. Under each category, comment on the employee's accomplishments and challenges during the evaluation period. Indicate level of performance achieved using the following scale:

4=Outstanding 3=Meets Expectations 2=Needs Improvement 1=Unsatisfactory

PLEASE NOTE: Individual category ratings must be in whole numbers

4. Outstanding – The employee's work achievements significantly and consistently surpass job requirements. Work performance is clearly exceptional.

3. Meets Expectations – The employee is fully competent in completing job assignments.

2. Needs improvement – The employee sometimes meets but does not consistently meet performance standards and work expectations.

1. Unsatisfactory – The employee rarely meets the minimum performance standards. Performance improvement within an established time period is required to continue employment in this position.

1) Quality of Work: Demonstrates accuracy and thoroughness; displays commitment to excellence; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.	RATING:
Comments:	

2) Productivity: Completes work in a timely manner.	RATING:
Comments:	

3) Working Relations: Acts in a manner that reflects respect, courtesy, civility, and appreciation. Establishes and maintains effective work relationships. Offers assistance and support to co-workers. Understands lines of reporting, responsibility, and accountability. Provides accurate information.	RATING:
Comments:	

4) **Skills and Abilities:** Select all which are applicable to the work assignment. Evaluators may identify other relevant criteria if desired.

a) Attendance and Punctuality: Reports to work as scheduled and on time and complies with standards for attendance, rest periods, and meal periods.	RATING:
Comments:	
b) Dependability and Reliability: Carries out the responsibilities of the position with minimal supervision and guidance.	RATING:
Comments:	
c) Communication: Writes clearly, edits work for spelling and grammar, presents numerical data effectively, expresses thoughts clearly, verbally and in writing.	RATING:
Comments:	
d) Team Work: Balances individual and unit responsibilities; works effectively as part of a group.	RATING:
Comments:	
e) Safety: Complies with District safety policies and practices. Operates equipment and/or vehicles in a safe manner. Reports unsafe conditions.	RATING:
Comments:	
f) Professional Development: Builds on performance and continues professional development.	RATING:
Comments:	
g) Analytical and Data Analysis: Recognizes what information is critical; plans and conducts research and analyses in clear and concise manner.	RATING:
Comments:	
h) Information Technology: Demonstrates ability to use current technology in performing job duties.	RATING:
Comments:	

i) Leading Others: Prioritizes and plans work activities of others to meet unit, department and college priorities and timelines; motivates others towards common goals, integrates changes, demonstrates ability to coach, mentor, train and develop others.	RATING:
Comments:	

OVERALL WORK PERFORMANCE	RATING:
Evaluator's Comments: (Ratings of "Needs Improvement" or "Unsatisfactory" must be supported by statement of the facts and suggestions for improvement. Comments may also include special commendations.)	

Goals: (Include specific and measurable goals, time frames and action plan.)

For probationary employee only, check recommendation:

<input type="checkbox"/>	Grant permanent Status
<input type="checkbox"/>	Continue Probationary Period
<input type="checkbox"/>	Discontinue Employment

Evaluatee's Comments:

Employee Signature: My signature below signifies that I have read and/or discussed this evaluation with my supervisor. It does not necessarily imply that I agree with the evaluation. I understand that I may submit written comments or rebuttal to this evaluation within fifteen (15) working days.

Evaluator's Signature

Evaluatee's Signature

Date

Date

ORIGINAL: Personnel File
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