

## COAST COMMUNITY COLLEGE DISTRICT CLASSIFIED EMPLOYEE PERFORMANCE EVALUATION PROCEDURES

### **Note to Supervisor:**

As you evaluate the employee's performance in their present assignment, base your review on the entire evaluation period and the job description for the employee's classification. Mark the most appropriate box. If the employee's performance is "Does Not Meet Standards" a Performance Improvement Plan (PIP) must be completed and attached with submission to Human Resources.

**Intent (Article 10.1):** The intent of the performance evaluation is to provide constructive feedback and strengthen communication between the employee and the immediate supervisor. By working together, the immediate supervisor and employee will identify work-related goals, recognize and acknowledge good performance, and identify areas in need of improvement. This process is not intended to be punitive or to replace progressive discipline, but rather, will be used as a tool to enhance employee performance and to provide a means of planning and achieving long-term employment goals.

**Evaluation Procedure (Article 10.7):** As soon as possible, but at least ten (10) working days prior to the evaluation conference, the immediate supervisor shall inform the classified employee of the date of the evaluation conference and offer the opportunity for the classified employee to complete a self-evaluation.

**A. Self-Evaluation:** **1.** At least five (5) working days prior to the scheduled evaluation conference, the employee may submit the self-evaluation on the Evaluation Report Form. **2.** If the employee elects not to complete the self-evaluation, the employee shall inform the immediate supervisor on or before the deadline date, which is five (5) working days prior to the scheduled conference. **3.** The employee will have the option of attaching their self-evaluation to the manager's evaluation being placed in the employee's official personnel file.

**B. Evaluation Report:** The immediate supervisor shall prepare their evaluation for presentation and discussion with the employee, taking into account the self-evaluation completed by the employee, if provided.

**C. Conference:** The immediate supervisor and employee shall meet to discuss the performance criteria, the employee's self-evaluation (if provided), commendations, and possible recommendations for continued training and performance improvement.

**D. Completion of the Evaluation:** Following the conference, the immediate supervisor shall give the completed evaluation to the employee to sign and date, indicating receipt of the evaluation. The employee shall be given a copy. The employee's signature on the evaluation report shall not be construed to indicate agreement with its contents.

**E. Employee Response:** The employee may, within thirty (30) working days of receipt of the completed evaluation report, forward a written statement of response to the immediate supervisor who shall forward it through designated channels to the Office of Human Resources. The employee's evaluation response shall be attached to the original evaluation and placed in the employee's official personnel file located in the District Office.

**COAST COMMUNITY COLLEGE DISTRICT  
CLASSIFIED EMPLOYEE PERFORMANCE EVALUATION**

<b>Employee Name:</b>		<b>Evaluation Period:</b>	
<b>Last</b>	<b>First</b>	<b>From</b>	<b>To</b>
<b>Employee ID:</b>		<b>Location:</b>	
<b>Position Title:</b>		<b>Supervisor:</b>	
<b>Evaluation Type</b> 3 month _____    5 month _____    Annual _____    Interim _____			
<b>Performance Criteria</b>		<b>Meets Standards</b>	<b>Does Not Meet Standards</b>
<b>Technical/Professional Knowledge</b> Demonstrates appropriate application of knowledge in position-related areas		<input type="checkbox"/>	<input type="checkbox"/>
<b>Communication</b> Demonstrates effective communication both orally and in writing		<input type="checkbox"/>	<input type="checkbox"/>
<b>Work Product (Quality and Quantity)</b> Completes an acceptable volume of thorough and accurate work		<input type="checkbox"/>	<input type="checkbox"/>
<b>Organization of Work and Time Management</b> Demonstrates efficiency in prioritizing; meeting deadlines; use of resources and time to complete work product		<input type="checkbox"/>	<input type="checkbox"/>
<b>Dependability</b> Demonstrates consistent quality work product; reliability; follows through on assigned tasks		<input type="checkbox"/>	<input type="checkbox"/>
<b>Attendance</b> Demonstrates regular and consistent attendance		<input type="checkbox"/>	<input type="checkbox"/>
<b>Punctuality</b> Arrives on time and returns from breaks/lunches within the established work schedule		<input type="checkbox"/>	<input type="checkbox"/>
<b>Equity and Inclusiveness</b> Respects and promotes an environment of inclusiveness		<input type="checkbox"/>	<input type="checkbox"/>

Performance Criteria	Meets Standards	Does Not Meet Standards
<b>Professionalism, Collaboration, and Teamwork</b> Develops positive working relationships; objectively considers others' ideas; provides quality customer service; accepts constructive feedback; adaptability	<input type="checkbox"/>	<input type="checkbox"/>
<b>Initiative</b> Sees when something needs to be done and does it; offers suggestions to improve work process and the environment; contributes to the overall goals of the department/division; demonstrates commitment to self-improvement	<input type="checkbox"/>	<input type="checkbox"/>
<b>Narrative Section</b> This section should include but not be limited to: areas of commendation; areas in need of development; contributions to the department and organization.		
<b>Goal Section</b> This section should include but not be limited to: list of specific activities the employee may participate in within the next twelve months as part of their professional development both in their position and as part of the College/District community. Use SMART goals and include how the supervisor will support the employee to meet these goals.		
Review goals from prior evaluation cycles, if applicable:		

### Professional Development Section

List professional development activities completed; recommendations for future development; examples of development opportunities include but are not limited to: Job Training (Article 18); conferences, Lynda.com, workshops, staff development, webinars, continuing education, professional certification, and participation on campus/district committees.

### OVERALL PERFORMANCE RATING

The overall performance rating should be made with the following considerations:

- Majority rating for all individual criteria
- Severity of underperforming areas
- Overall impact of performance within the department and organization

Meets Standards:

☐

Does Not Meet Standards:

☐

Performance Improvement Plan (PIP)  
Required?

Yes

☐

(Please Attach)

No

☐

Self-Evaluation Attached?

Yes

☐

No

☐

Employee Signature:

Supervisor Signature:

Date:

Date:

Your signature indicates neither agreement nor disagreement with the content of the evaluation; however, it does indicate that you have read the evaluation, and that the evaluation has been discussed between you and your supervisor. I understand that I have thirty (30) working days, after signing this evaluation, to submit a written response. I further understand that I have ten (10) working days request a review if I believe that the evaluation contains or is based on false information.