

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

Classified Employee Evaluation (See Attached Guidelines)

Last Name	First Name	Classification	Location/Department
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Evaluator Name and Title: _____

Employee Type: Permanent: <input type="checkbox"/> Probationary: <input type="checkbox"/>	Evaluation Type: Annual: <input type="checkbox"/> Probationary*: <input type="checkbox"/> First: <input type="checkbox"/> Second: <input type="checkbox"/> Final: <input type="checkbox"/> Other (Explain): _____	Rating Period: From _____ to _____ Permanency Recommendation for Probationary Employees*: Yes <input type="checkbox"/> No <input type="checkbox"/>
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**Probationary employees are scheduled for three evaluations at 0-2, 2-4 and 5-6 months. The first is due at 2 months, the second at 4 months and the final at 5 ½ months. Be sure to check yes or no on the Permanency Recommendation for Probationary Employees line in the final evaluation.*

DEFINITIONS OF RATINGS:
Exceeds Expectations (EE) = Consistently exceeds standards established for the job.
Meets Expectations (ME) = Consistently meets the standards established for the job.
Needs Improvement (NI) = Occasionally fails to meet standards established for the job.
Unsatisfactory (U) = Consistently fails to meet standards established for the job.

When it becomes apparent that an employee may receive a Needs Improvement (NI) or an Unsatisfactory (U) annual rating in any performance factor, prior to giving the employee such a rating, the immediate supervisor and the employee shall meet to discuss the employee's deficiencies and recommendations for improvement.

PERFORMANCE FACTORS

	RATING	COMMENTS REQUIRED
1. WORK QUALITY: This factor reflects the extent to which employee's work is accurate, neat, well organized, and thorough.		
2. WORK HABITS: This factor reflects the extent to which the employee: is effective in organizing their work; effective in using their time; dependability; accepts responsibility; follows established procedures; uses resources effectively; completes work assignments, can be relied upon to carry out responsibilities with minimal supervision.		
3. WORKING RELATIONS: This factor reflects the employee's ability to work effectively with others in a diverse environment as a group or team member.		
4. DEMONSTRATION OF INITIATIVE AND JUDGMENT: This factor reflects the extent to which the employee shows ingenuity in initiating job duties, their readiness to take action, and their use of good judgment.		
5. PUNCTUALITY AND ATTENDANCE: This factor reflects the employee's attendance and tardiness record and length of rest periods.		
6. SAFETY: This factor reflects the employee's conformance with District safety policies and practices, whether they operate equipment and/or vehicles in a safe manner, and/or that they report any unsafe conditions.		
7. COMMUNICATION: This factor reflects the employee's ability to get a verbal or written message across in a clear, organized and appropriate manner, to understand instructions, and/or to provide service in an efficient, professional, and respectful manner.		

WORK GOALS

List and discuss any specific work goals for the next performance period.	
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ADDITIONAL COMMENTS:

Employee Strengths: Discuss the areas in which the employee has demonstrated significant strengths or abilities.	
Development Plan (see attached guidelines):	
Special Areas Needing Improvement: Based on improvement needs for any Performance Factor(s) rated as 'NI' or 'U,' the attached Classified Employee Evaluation Addendum for Special Areas Needing Improvement must be completed.	
Additional Evaluator Comments:	
Employee Comments**:	

SIGNATURES

Employee Signature**:		Date:	
Evaluator Signature:		Date:	
Reviewer Signature:		Date:	
President/Vice Chancellor Signature:		Date:	

***Signature of employee indicates that the employee has been presented with the evaluation, not that he/she necessarily agrees with the rating. The employee may attach a letter with additional comments to be forwarded to the District Human Resources Dept.*

CLASSIFIED EMPLOYEE EVALUATION ADDENDUM FOR SPECIAL AREAS NEEDING IMPROVEMENT

Performance Factor Needing Improvement	How is the employee not meeting expectations?	What needs to be done to meet expectations?	What is the time period in which the employee is expected to show improvement?	Is training required? If so, what training?
Work Quality				
Work Habits				
Working Relations				
Demonstration of Initiative and Judgment				
Punctuality and Attendance				
Safety				
Communication				

Signature of Evaluator: _____

Date: _____

Signature of Employee: _____

Date: _____

Guidelines for Classified Employee Evaluation

Recognizing that employees are the District's most important asset, performance evaluations are intended to encourage excellence by providing a written assessment of employee work performance. The performance evaluation should communicate performance standards for the position and encourage growth and improvement of performance for the future.

Ratings:

- Define the standard and identify a rating for each performance factor based on that standard.
EE = Exceeds Expectations
ME = Meets Expectations
NI = Needs Improvement
- U = Unsatisfactory. Be objective; avoid references to personal likes or dislikes.
- Consider one performance factor at a time, keeping each factor distinct.
- Base the evaluation on observed and proven performance during the entire rating period.
- Ratings on "Punctuality and Attendance" should not be based on absences resulting from the legitimate exercise of rights provided by FMLA, CFRA, ADA, PDL or Worker's Compensation. Ratings related to the unit member's proper adherence to statutes, regulations, policies of the District or collectively bargained provisions governing the administration of such rights, shall appear under "Work Habits."

When it becomes apparent that an employee may receive a Needs Improvement (NI) or an Unsatisfactory (U) annual rating in any performance factor, prior to giving the employee such a rating, the immediate supervisor and the employee shall meet to discuss the employee's deficiencies and recommendations for improvement.

Comments:

A written comment is required for all ratings. If the employee receives an NI or U rating, be specific about the manner in which the employee is not meeting standards.

Work Goals:

- Work goals may be provided to individual employees. They can include any number of job-specific performance targets for the employee that should be accomplished during the coming evaluation period. The goals could include work projects, district-sponsored training, or other similar long-term objectives that should be achieved within a specified timeframe.
- If goals for an employee change during the evaluation year, such change should be noted in the evaluation.

Development Plan:

- Employee Strengths
 1. Identify and discuss strengths and abilities in specific performance factors as well as based on overall performance.
 2. Be specific.
- Improvement Needs
 1. Identify and discuss the employee's improvement needs in specific performance factors as well as based on overall performance.
 2. All employees, regardless of ratings, have improvement needs.
 3. Be specific.
- Actions – The plan for improving performance must be discussed and developed by the supervisor in consultation with the employee at the time of the evaluation meeting.
 1. Develop a plan for attaining the desired improvements or objectives.
 2. Indicate how improvement will be measured.
 3. Specify a realistic time period in which the employee is expected to show improvement.

Evaluator Comments:

Summarize your overall comments.