



# Classified Employee Evaluation Form

Unit B — CSEA Chapter 651

Employee Name	Banner ID:
Classification Title	
Department	
*Evaluation Period	Probationary: 2 Month <input type="checkbox"/> 5 Month <input type="checkbox"/> Annual <input type="checkbox"/> From: To:

\*The time period covered by an annual evaluation is not to exceed a twelve (12) month period. Probationary evaluations are to be issued immediately after completion of the second month and the fifth month. The probationary period ends six months from the appointment date unless otherwise extended.

## Section 1: Instructions to Evaluators

### Purpose

**Timely and effective performance evaluations acknowledge an employee's value to the College and provide a framework for positive discussion with employees regarding their contributions to the College, professional development, and recognition of specific contributions to accomplishing the College's mission and goals.** Timely and effective performance evaluations ensure that employees and managers engage in regular conversations regarding the job performance and provide opportunities for encouraging improvement. Regular performance evaluation of all staff provides the institution with the opportunity to ensure the effectiveness of its human resources in alignment with accreditation standards. Successful performance management is ongoing and continuous process involving interactive and open communication between the evaluator and the staff member whose performance is being evaluated. The performance management process continues throughout the year with regular communication and feedback between the evaluator and staff member. Doing so encourages a higher level of performance and ensures compliance with collective bargaining agreement requirements, accreditation standards, and campus practices concerning preparation and delivery of written performance evaluations at regular intervals.

### Completing the Form

**This evaluation form is only for use with employees who occupy classified positions only.** The evaluation must be conducted in accordance with the applicable Collective Bargaining Agreement (CBA). Please review the applicable CBA prior to completing the form and consult with Human Resources regarding any questions prior to completing the form. **The performance evaluations reflects the evaluator's assessment of the employee's performance of duties and responsibilities with the accomplishment of goals that are consistent with the scope of work described within the employee's assigned job classification description.** Completed and signed evaluations are to be routed to Human Resources for placement in the personnel file. The evaluation must be developed by the employee's immediate supervisor (a non-bargaining unit employee) and must be reviewed and signed by the employee's next level manager (if applicable) before it is shared with the employee.

**Annual evaluations** are conducted for **permanent employees**. The evaluation period for non-probationary employees is the preceding one year period, beginning at the time of appointment. The employee's first year evaluation will cover the first six months of the probationary period as well as the six month period following the end of the probationary period. **Probationary evaluations** are conducted and issued immediately after the completion of the **second month** and the **fifth month** of the six month probationary period. The fifth month evaluation may reference any improvement or other issues identified in the prior probationary evaluation. The objective of the fifth month evaluation is to provide an opportunity for assessment before the probationary period ends. Please contact Human Resources immediately if there are any concerns regarding the performance of a probationary employee.

### **Assigning Ratings for Performance Elements**

**The evaluation ratings for the individual Performance Elements and for the Summary Rating are based upon the evaluator's observation and assessment of the employee's performance of work described within the assigned job description.** Ratings fall within the following descriptions: **Meets Expectations (ME)** is commendable standard and represents that employee consistently meets all or most of the evaluator's expectations in the rating element; the **Partially Meets Expectations (PE)** rating is for those aspects of performance which require some additional training and development or for performance in certain areas that is not consistent; the **Exceeds Expectations (XE)** rating reflects work that is regularly beyond expectations; and the **Needs Improvement (NI)** rating should be assigned when performance continually does not meet performance expectations.

Not all of the Performance Elements will apply to every job and some may be left blank with a notation of "N/A," or applicable. **Lead work and coordination** rating elements are applicable only to those employees who fall into classifications having these responsibilities.

### **Providing Comments for Performance Elements and the Summary Rating**

Ratings in individual performance elements that are other than ME should be justified with supporting comments in each area. Consult Human Resources before assigning an overall rating of NI, as it may also be appropriate for employees receiving this rating to receive a Performance Improvement Plan (PIP) identifying specific goals, objectives, and timelines for improvement and resources to assist in development must also be identified. Comments for improvement and development may also be applicable when an individual or a summary rating in ME or higher. Comments provided under the Summary Rating section may refer to other areas of the evaluation. It is not necessary to duplicate comments already provided on the evaluation in this section. This section may also be used for any additional comments that are related to the performance evaluation.

### **Completing the Goals Section (Optional)**

This section may be used to outline goals for achievement over the next performance evaluation period. Individual employee performance goals must be aligned with the job classification description and should be shared and discussed with the employee prior to being included on the evaluation; goals listed shall reflect action sections from the current evaluation. Performance goals should be Specific, Measurable, Achievable, Relevant, and Time-bound (SMART). Please consult with Human Resources regarding the development of SMART goals.

**DO NOT MODIFY OR ADD ADDITIONAL RATINGS OR CREATE FRACTIONAL RATINGS**

**Section 2: Performance Elements and Individual Ratings**

Circle the appropriate rating for each rating element below.

- XE = Meets and Regularly Exceeds Expectations;
- ME = Meets Expectations;
- PE = Partially Meets Expectations;
- NI = Needs Improvement;
- NA = Not Applicable (The Evaluation Factor is not relevant to the position).

<b>1</b>	<b>Quality of Work</b>	<input type="checkbox"/> XE	<input type="checkbox"/> ME	<input type="checkbox"/> PE	<input type="checkbox"/> NI	<input type="checkbox"/> NA
Demonstrates accuracy and thoroughness; displays commitment to excellence; applies feedback to improve performance; monitors own work to ensure quality.						
Comments: Include information upon which evaluation is based. Click on the gray box to enter your comments. The space will expand as needed to accommodate your comments.						
Action: Indicate recommendations for improvement in this area, including timeframe for completion.						

<b>2</b>	<b>Quantity of Work</b>	<input type="checkbox"/> XE	<input type="checkbox"/> ME	<input type="checkbox"/> PE	<input type="checkbox"/> NI	<input type="checkbox"/> NA
Completes work in a timely manner; use time effectively and produces results (is productive).						
Comments: Include information upon which evaluation is based. Click on the gray box to enter your comments. The space will expand as needed to accommodate your comments.						
Action: Indicate recommendations for improvement in this area, including timeframe for completion.						

<b>3</b>	<b>Attendance</b>	<input type="checkbox"/> XE	<input type="checkbox"/> ME	<input type="checkbox"/> PE	<input type="checkbox"/> NI	<input type="checkbox"/> NA
Attends work regularly and observes work hours. Do not refer to approved medical absences and approved release time for participation in shared governance committee and/or union activities.						
Comments: Include information upon which evaluation is based. Click on the gray box to enter your comments. The space will expand as needed to accommodate your comments.						
Action: Indicate recommendations for improvement in this area, including timeframe for completion.						

<b>4</b>	<b>Professional Interactions</b>	<input type="checkbox"/> XE	<input type="checkbox"/> ME	<input type="checkbox"/> PE	<input type="checkbox"/> NI	<input type="checkbox"/> NA
Establishes and maintains effective work relations, offers assistance and support to co-workers. Creates a positive learning and working environment for all members of the campus community. This includes awareness and understanding of diversity.						
Comments: Include information upon which evaluation is based. Click on the gray box to enter your comments. The space will expand as needed to accommodate your comments.						

Action: Indicate recommendations for improvement in this area, including timeframe for completion.

<b>5 Initiative</b>	<input type="checkbox"/> XE	<input type="checkbox"/> ME	<input type="checkbox"/> PE	<input type="checkbox"/> NI	<input type="checkbox"/> NA
Understands and accepts new situations; performs well with minimal instruction; makes sound decisions absence of detailed instructions or direct supervision; keeps supervisor informed of status of assigned work.					

Comments: Include information upon which evaluation is based. Click on the gray box to enter your comments. The space will expand as needed to accommodate your comments.					
Action: Indicate recommendations for improvement in this area, including timeframe for completion.					

<b>6 Lead Work and Coordination (if applicable)</b>	<input type="checkbox"/> XE	<input type="checkbox"/> ME	<input type="checkbox"/> PE	<input type="checkbox"/> NI	<input type="checkbox"/> NA
Fulfills coordinator and/or lead responsibilities through scheduling employees' work, monitoring the accomplishments of day to day work in accordance with established goals and objectives, and reporting any attendance and/or other concerns to the manager in a timely manner.					

Comments: Include information upon which evaluation is based. Click on the gray box to enter your comments. The space will expand as needed to accommodate your comments.					
Action: Indicate recommendations for improvement in this area, including timeframe for completion.					

### Section 3: Summary Rating & Additional Comments

<b>7 Overall Performance for the Evaluation Period</b>	<input type="checkbox"/> XE	<input type="checkbox"/> ME	<input type="checkbox"/> PE	<input type="checkbox"/> NI	<input type="checkbox"/> NA
The Summary Rating is an overall assessment of the job performance over the evaluation. The overall summary is not necessarily a mathematical average of the rating elements achieved on the individual rating elements listed above.					

Comments: Include information upon which evaluation is based. Click on the gray box to enter your comments. The space will expand as needed to accommodate your comments. This section may also be used for any additional comments that are related to the performance evaluation.					
Action: Indicate recommendations for improvement in this area, including timeframe for completion.					

#### Section 4: Goals Section (Optional)

This section may be used to outline goals for achievement over the next performance evaluation period. Individual employee performance goals must be aligned with the job classification description and should be shared and discussed with the employee prior to being included on the evaluation; goals listed shall reflect action sections from the current evaluation. Performance goals should be Specific, Measurable, Achievable, Relevant, and Time-bound (SMART). Please consult with Human Resources regarding the development of SMART goals.

#### Section 5: Signatures

Evaluator's Signature	Date:
Next Level Manager's Signature	Date:
Employee's Signature	Date:

Note: Signing this evaluation form does not necessarily constitute agreement with the evaluation. Employees have the right to attach a written response to this evaluation form within 15 working days if desired.