

Monterey Peninsula Community College District

Classified Employee Performance Evaluation

Employee: _____

Classification: _____

Department/Division: _____

Evaluation period from _____ to _____

Rater/Supervisor: _____

Annual Evaluation

Probation

Other

1	2	3	Performance Factor	Comments
Performance unsatisfactory - deficient and requires immediate improvement	Improvement needed for performance to meet expected standards	Performance meets expected standards		
			<p style="text-align: center;">Quality of Work:</p> <p>The work is accurate, organized, neat and thorough.</p>	
			<p style="text-align: center;">Quantity of Work:</p> <p>Regularly produces volume of work. Meets deadlines, job requirements and guidelines. Uses time effectively.</p>	
			<p style="text-align: center;">Knowledge of Job:</p> <p>Understands all aspects of work, possesses and maintains skills relevant to the department and district, is well informed and educated in performing to the level expected for the job.</p>	
			<p style="text-align: center;">Working Relationships/Attitude:</p> <p>Acts in a manner that reflects courtesy, civility, and appreciation of all diverse backgrounds. Establish and maintain effective work relationships.</p>	
			<p style="text-align: center;">Communications:</p> <p>Communicates knowledge clearly, accurately and thoroughly; presents ideas clearly and concisely, either orally or in writing.</p>	
			<p style="text-align: center;">Initiative:</p> <p>Sees when something needs to be done and does it; offers suggestions to improve work process and the environment; demonstrates commitment to self-improvement.</p>	
			<p style="text-align: center;">Work Habits:</p> <p>Observes District's rules and regulations; complies with District's safety policies and practices. Operates equipment and/or vehicles in a safe manner.</p>	
			<p style="text-align: center;">Attendance and Punctuality:</p> <p>Adheres to work days and hours; demonstrates promptness and is regularly present. Provides adequate notification of leave.</p>	

Noteworthy Accomplishments:

Performance Goals & Plans

Performance goals and plans should be based on discussion of evaluation between employee and supervisor.
This section may be used for Short/Long Term Goals.

Goals - Goals for improvement in job performance.	Plans - Methods by which the employee can work towards accomplishing his/her performance goals.
Short Term	
Long Term	
Overall Performance Evaluation: <input type="checkbox"/> <ol style="list-style-type: none"> 1. Performance unsatisfactory-deficient and requires immediate improvement 2. Improvement needed for performance to meet expected standards 3. Performance meets expected standards 	

Permanent Employee Evaluation:

If the overall evaluation has a rating of 1 or 2, the employee will be reevaluated in 30—90 days.

According to section 5.2.1 of the contract, it is the responsibility of the employee and supervisor to compare his/her job description with the duties during the evaluation process.

Supervisor

Employee

I have reviewed the job description and duties.

Duties are not accurate, I will be submitting a request for reclassification,
Pursuant to Article 5 of the contract.

Employee and Supervisor had a meaningful conversation about how the employee impacts Student Learning.
(This discussion may include: Mission Statement, Accreditation Standards, Program Reflections, etc.)

This is a Non-Rated Section

This evaluation represents my best judgment of this employee's performance.	
Rater/Supervisor: _____	Date: _____
This report has been discussed with me. Signing this form does not necessarily mean that I agree with all the ratings. I understand that I have the right to submit a response within 10 working days. This response will be attached to my evaluation and placed in my personnel file.	
Employee: _____	Date: _____