



Classified Performance Evaluation

City College of San Francisco

EMPLOYEE NAME		CAMPUS	CLASSIFICATION / TITLE	
DEPARTMENT		HIRE DATE	DATE ISSUED	DATE DUE
REVIEW PERIOD <input type="checkbox"/> Annual <input type="checkbox"/> Probationary <input type="checkbox"/> Unscheduled Period of Report From: _____ To: _____ Probation Ends: _____		EMPLOYEE'S STATUS <input type="checkbox"/> PT <input type="checkbox"/> FT <input type="checkbox"/> Permanent (PCS) <input type="checkbox"/> Permanent Exempt (PEX) <input type="checkbox"/> Provisional (TPV) <input type="checkbox"/> Temporary Exempt (TEX) <input type="checkbox"/> Internal Transfer		

RATING KEY:

5 – Outstanding 4 - Good Solid Performance 3 – Satisfactory 2 - Needs Improvement 1 - Unacceptable

I. JOB DUTIES / PERFORMANCE CRITERIA

Primary Duties

II.

PERFORMANCE INDICATORS

INDICATORS ONE THROUGH FOURTEEN MUST BE COMPLETED FOR ALL EVALUATIONS

1. Knowledge of Duties

Rating:

Demonstrates clear understanding and ability to perform the assigned job duties and has in-depth knowledge and technical expertise. Learns and masters applicable new skills and procedures.

5. Outstanding	4. Good Solid Performance	3. Satisfactory	2. Needs Improvement	1. Unacceptable
Demonstrates mastery, breadth, depth and knowledge.	Has good knowledge of job responsibilities and meets standards.	Meets the requirements of the job.	Deficient in knowledge and has limited awareness of job duties.	Lacks required knowledge to perform job. Work is consistently below standards.

Remarks

2. Quality of Work/Accuracy

Rating:

Performs at an appropriate level of competency, accuracy and thoroughness.

5. Outstanding	4. Good Solid Performance	3. Satisfactory	2. Needs Improvement	1. Unacceptable
Demonstrates exemplary work and high level of accuracy and creativity. Work is consistently of high quality	Produces quality results. Work is accurate and thorough. Pays attention to detail.	Meets the requirements of the job.	Quality of work is below standard. Requires direction.	Accuracy and competency is not demonstrated. Constant supervision is required.

Remarks

3. Attendance/Punctuality

Rating:

Schedules and uses leave in an appropriate manner that is sensitive to the department and workload priorities. Adheres to work schedule; reports to work on time.

5. Outstanding	4. Good Solid Performance	3. Satisfactory	2. Needs Improvement	1. Unacceptable
Attendance is exemplary and uses good judgment in scheduling leave.	Attendance is reliable and gives proper notice in advance of foreseeable absences.	Meets the requirements of the job.	Frequently late/absent from work and does not use good judgment in scheduling leave.	High absenteeism. Ignores leave guidelines. Absenteeism adversely affects work environment.

Remarks

4. Planning, Organization and Follow ThroughRating:

Demonstrates good judgment in planning, organizing, and completing work and makes sound decisions.

5. Outstanding	4. Good Solid Performance	3. Satisfactory	2. Needs Improvement	1. Unacceptable
Actively works with others to accomplish common tasks and reach goals.	Plans, organizes and completes work.	Meets the requirements of the job.	Insufficiently plans, is disorganized and completion of work is inconsistent.	Fails to plan, to organize and to complete work as required.

Remarks

5. Judgment, Decision Making and DependabilityRating:

Ability to make sound decisions. Recognizes unusual circumstances and responds appropriately. Works well without close supervision. Follows directions.

5. Outstanding	4. Good Solid Performance	3. Satisfactory	2. Needs Improvement	1. Unacceptable
Takes initiative to address matters in a manner that is productive and professional.	Adequately applies judgment applied on a regular basis.	Meets the requirements of the job.	Slow to take action on a regular basis.	Indecisive and blames others for lack of action.

Remarks

6. Cooperative / Team PlayerRating:

Works well and effectively with others, responsive, positive attitude towards work; ability and willingness to work with associates, administrators and subordinates towards common goals, accommodating and dependable.

5. Outstanding	4. Good Solid Performance	3. Satisfactory	2. Needs Improvement	1. Unacceptable
Actively works with others to accomplish common tasks and reach goals.	Works well as a team member and contributes to the goal.	Meets the requirements of the job.	Reluctant to perform as team member. Unwilling to work with others towards common goals.	Uncooperative and will not perform as a team member. Action is detrimental to accomplishing goals.

Remarks

7. Positive Interaction with peers, public and studentsRating:

Cooperates with public and staff. Treats the public, staff, and students with respect. Promotes respect and collaboration.

5. Outstanding	4. Good Solid Performance	3. Satisfactory	2. Needs Improvement	1. Unacceptable
Actively promotes building positive relationships throughout the organization.	Works well within departmental unit and with external departments and contacts.	Meets the requirements of the job.	Has difficulty interacting with others.	Displays a negative attitude towards working with others

Remarks

8. Effectiveness / EfficiencyRating:

Demonstrates the ability to use time wisely in producing the volume or quantity of work required for the position.

5. Outstanding	4. Good Solid Performance	3. Satisfactory	2. Needs Improvement	1. Unacceptable
Results routinely exceed expectations in terms of time usage and quantity produced.	Completes assigned work and uses time wisely.	Meets the requirements of the job.	Uses time inefficiently and volume of work is insufficient.	Fails to accomplish tasks. Fails to use time efficiently. Unable to work on multiple tasks.

Remarks

9. FlexibilityRating:

Demonstrates the ability to accommodate unexpected changes in the work routine.

5. Outstanding	4. Good Solid Performance	3. Satisfactory	2. Needs Improvement	1. Unacceptable
Consistently goes above and beyond to meet the demands of the unexpected.	Appropriately modifies behavior and work methods in response to the unexpected.	Meets the requirements of the job.	Has difficulty in responding to changing conditions in the work place.	Unable or unwilling to respond to changing conditions in the work place.

Remarks

10. Interpersonal / Communication SkillsRating:

The ability to listen, hear and respond in a sensitive, meaningful way that enhances mutual respect with others as the employee carries out his/her responsibilities.

5. Outstanding	4. Good Solid Performance	3. Satisfactory	2. Needs Improvement	1. Unacceptable
Promotes and builds excellent relationships with others.	Listens and responds effectively. Demonstrates respect for coworkers and others.	Meets the requirements of the job.	Lack of effective communication skills negatively impacts job performance.	Insensitive communication skills that cause conflict.

Remarks

11. Workplace DiversityRating:

Demonstrates an understanding of the challenges and opportunities that diversity brings to the workplace.

5. Outstanding	4. Good Solid Performance	3. Satisfactory	2. Needs Improvement	1. Unacceptable
Exhibits effort to develop relationships among diverse groups of workers and students.	Demonstrates support for the diversity of co-workers and students; seeks to understand differences and respects differences in the workplace.	Meets the requirements of the job.	Expects others to act and think the way he/she does; little effort to accommodate differences; impatient with those who are different.	Intolerant of those who are different; refuses to acknowledge or accommodate differences.

Remarks

12. InitiativeRating:

Learns and applies new ideas, procedures and techniques. Uses initiative and creativity as necessary in providing service and ask for clarification when task are not understood.

5. Outstanding	4. Good Solid Performance	3. Satisfactory	2. Needs Improvement	1. Unacceptable
Initiates and applies new ideas, procedures and techniques.	Initiates solid performance, periodically responsible for generating new ideas and techniques.	Meets the requirements of the job.	Not sufficient adaption or open to new ideas procedures and techniques.	Resist new ideas and not open to trying new techniques.

Remarks

13. Safe Work HabitsRating:

Understanding and application of safe practices; observes safety rules. (i.e., lifting, storing, ergonomics, etc.)

5. Outstanding	4. Good Solid Performance	3. Satisfactory	2. Needs Improvement	1. Unacceptable
Models safe work habits. Identifies unsafe conditions and recommends solutions.	Practices safe work habits.	Meets the requirements of the job.	Neglects prescribed safety policies and procedures that define safe work habits.	Puts oneself, others and/or District at serious risk by failing to practice or ignoring safe work habits.

Remarks

14. Work AttitudeRating:

Demonstrates willingness to learn new tasks, develop new skills and to accept new ideas as the work environment changes over time. Communicates pertinent information to others.

5. Outstanding	4. Good Solid Performance	3. Satisfactory	2. Needs Improvement	1. Unacceptable
Keeps abreast of current trends in area of expertise. Initiates the opportunity to adapt, and to learn new tasks.	Readily learns new tasks to keep current. Open to change and new ideas.	Meets the requirements of the job.	Is reluctant to adapt to a changing work environment.	Does not adapt to a changing work environment.

Remarks

THE FOLLOWING AREAS ARE OPTIONAL OR RELATED TO SUPERVISORS/MANAGER

15. Leadership / Supervision

Rating:

Effectively assigns and delegates work in a manner that promotes productive and quality work; motivates others to realize their potential; oversees systems/operations effectively.

Not Applicable:

5. Outstanding	4. Good Solid Performance	3. Satisfactory	2. Needs Improvement	1. Unacceptable
Demonstrates excellent supervisory skills in directing and assigning work; is fair, consistent, and responsible; perceived as a leader by work group.	Performs effectively as a leader. Plans, sets objectives and assigns responsibility.	Meets the requirements of the job.	Reluctant to assign responsibility and delegated authority. Does not want to confront conflict.	Performs poorly in directing and assigning work. Not perceived as a leader in the work group.

Remarks

16. Other Performance Indicators (Separately list all those that apply.)

Rating:

Other performance indicators are defined as areas unique to the position such as Student Learning Outcomes (SLO) which continually assess the learning process and strategies as necessary to retain student interest, stimulate independent thinking, and encourage students to be analytical.

Performance Indicator evaluated:

5. Outstanding	4. Good Solid Performance	3. Satisfactory	2. Needs Improvement	1. Unacceptable
Highly skilled in job function.	Good working knowledge of job function.	Meets the requirements of the job.	Lacks knowledge in some important areas of the job.	Unable to perform critical functions of the job.

Remarks

III.

SUMMARY

Average of all scores to reach evaluation:

Overall Average:

Overall Performance Summary (Narrative):

Summary of Recommendations:

Goals for the Coming Year:

Employee Response / Comments: (If applicable, employee should list any training requested and special accomplishments.)

A. Reporting Supervisor / Manager		
Name, Work Address	Job Code Number and Title	Date of Report
		Signature
B. Employee's Statement		
<input type="checkbox"/> I agree with this report <input type="checkbox"/> I do not agree with this report: Sect _____ No _____ <input type="checkbox"/> I have Attached a rebuttal <input type="checkbox"/> I request a conference with the reviewer		Conference Date
		Signature certifies I have read the report <input type="checkbox"/> Declined to sign. Date:
C. Reviewer's Certification (Person reporting supervisor/manager reports to)		
Name, Work Address	Job Code Number and Title	Date of conference / initials of those present
	Date of Review	
		<input type="checkbox"/> Not Applicable
I certify that I have reviewed this report		Signature