

Santa Barbara Community College District Classified Employee Evaluation

Employee Name _____ Classification _____

Department/Division _____ Employment Date _____ Evaluation Period _____

Permanent Employee (Annual) ☐ Special Evaluation ☐

Probationary Employee ☐ Fourth Month ☐ Eighth Month ☐ Eleventh Month (Determine Permanency) ☐

Review the dimensions of performance: under each category, comment on the employee's accomplishments and challenges during the evaluation period. Indicate the level of performance achieved using the following scale:

5=Outstanding (Consistently exceeds expectations)

4=Exceeds Expectations (Often exceeds expectations)

3=Meets Expectations (Performs according to job description)

2=Needs Improvement (Improvement necessary to meet performance standards)

1=Unsatisfactory (Fails to meet acceptable performance standards)

PLEASE NOTE: Individual category ratings must be in whole numbers

- 1) **Quality of Work:** Demonstrates accuracy and thoroughness; displays commitment to excellence; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.

Rating:	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> <u>N/A</u>
Comments:						

- 2) **Productivity:** Volume of work regularly produced within established schedules and deadlines that meet job requirements and guidelines.

Rating:	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> <u>N/A</u>
Comments:						

- 3) **Working Relations:** Acts in a manner that reflects respect, courtesy, civility, and appreciation. Establishes and maintains effective work relationships. Offers assistance and support to co-workers. Understands lines of reporting, responsibility, and accountability. Provides accurate information.

Rating:	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> <u>N/A</u>
Comments:						

- 4) **Professional Development:** Participates in training, takes initiative to meet goals of Career Success and Satisfaction Plan. Applies training concepts to work assignment. Shares knowledge gained through Professional Development with others. Participates in Professional Growth Program.

Rating:	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> <u>N/A</u>
Comments:						

- 5) **Customer Focus:** Consider the degree to which the staff member demonstrates courtesy in interactions and attempts to understand and respond to the needs of others who are internal or external to the department and/or College.

Rating:	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> <u>N/A</u>
Comments:						

- 6) **Attendance and Punctuality:** Reports to work as scheduled and on time and complies with standards for attendance, rest periods, and meal periods.

Rating:	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> <u>N/A</u>
Comments:						

- 7) **Skills and Abilities:** Select all which are applicable to the work assignment. Evaluators may identify other relevant criteria if desired.

- a) **Use of Resources::** Consider the degree to which the staff member has used funds, staff, or equipment economically and effectively.

Rating:	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> <u>N/A</u>
Comments:						

- b) **Dependability and Reliability:** Carries out the responsibilities of the position with minimal supervision and guidance.

Rating:	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> <u>N/A</u>
Comments:						

- c) **Communication:** Writes clearly, edits work for spelling and grammar, presents numerical data effectively, expresses thoughts clearly, verbally and in writing.

Rating:	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> <u>N/A</u>
Comments:						

- d) **Team Work:** Balances individual and unit responsibilities; works effectively as part of a group.

Rating:	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> <u>N/A</u>
Comments:						

- e) **Safety:** Consider the degree to which the staff member practices safe work habits and complies with College safety policies.

Rating:	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> <u>N/A</u>
Comments:						

- f) **Trade and Industrial:** Knowledge of industry standards and practices; maintenance, operation, and storing of tools supplies and equipment; proper handling of chemicals.

Rating:	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> <u>N/A</u>
Comments:						

- g) **Analytical and Data Analysis:** Recognizes what information is critical; plans and conducts research and analyzes in clear and concise manner.

Rating:	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> <u>N/A</u>
Comments:						

- h) **Information Technology:** Demonstrates ability to use current technology in performing job duties.

Rating:	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> <u>N/A</u>
Comments:						

- i) **Leading Others:** Prioritizes and plans work activities of others to meet unit, department and college priorities and timelines; motivates others toward common goals, integrates changes, demonstrates ability to coach, mentor, train and develop others.

Rating:	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> <u>N/A</u>
Comments:						

Performance Goals

Section 1) Accomplished goals during this evaluation cycle. (Completed by the date of this evaluation)

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Section 2) Goals established for the next evaluation cycle. (To be evaluated at the end of the next evaluation cycle)

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Overall Work Performance

Please check the employee's overall rating:

☐ Outstanding ☐ Exceeds Expectations ☐ Meets Expectations ☐ Needs Improvement ☐ Unsatisfactory

If appropriate, for permanent employee only:

Re-evaluation within 60 to 90 working days of evaluation conference:

☐ Initiated by supervisor ☐ Initiated by employee

For probationary employee only, recommend:

- ☐ Grant Permanent Status
- ☐ Continue Probationary Period (fourth and eighth month evaluation only)
- ☐ Discontinue Employment
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Evaluator's Comments: (Ratings of "Needs Improvement" or "Unsatisfactory" must be supported by a statement of the facts and suggestions for improvement. Comments may also include special commendations.)

Employee Signature: My signature below signifies that I have read and/or discussed this evaluation with my supervisor. It does not necessarily imply that I agree with the evaluation. I understand that I may submit written comments or a rebuttal to this evaluation within fifteen (15) working days.

Employee's Signature

Date

Evaluator's Signature

Date

Employee's Printed Name

Evaluator's Printed Name

Area Dean/Director Signature

Date

Area Dean/Director Printed Name