

West Valley-Mission Community College District

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GUIDELINES	<p>Evaluator and employee will meet and place in writing up to five primary responsibilities and up to three specific objectives which must be in accordance with the District's adopted position description. The evaluator and employee shall sign this document, noting their mutual agreement. A copy of this document shall be sent to the evaluator's supervisor.</p> <p>Evaluator and employee shall meet for an oral review of the responsibilities/objectives, and modification made if necessary and mutually agreed upon.</p> <p>The evaluator shall draft the evaluation report and meet with the employee to discuss the rating on each responsibility and objective. Both parties shall be prepared to cite specific examples to support their ratings. Evaluator shall sign and report verifying its accuracy while the employee shall sign to indicate it has been read. Employees who feel that higher ratings should have been given may appeal to the evaluator's supervisor, whose decision will be final.</p> <p>The report shall be sent to the evaluator's supervisor for approval and validation ratings.</p>

DISTRIBUTION:
 Human Resources
 Supervisor
 Employee

DS18-6//16/86
 1-100 New 6/86

I. PERFORMANCE FACTORS: Use these factors to expand upon, clarify, and/or focus on key points. Check the boxes which best indicate your judgment of performance. Use the "comments" section to explain ratings, and give specific suggestions to enable the employee to improve performance when applicable.

INITIATIVE: Undertakes and completes work independently.

Normal amount of instruction required.	Usually performs job without detailed instructions. Sometimes undertakes new tasks on own.	Performs job without detailed instruction. Undertakes new tasks on own. Follows through very well.	Self-Starter. Con7nT}
PROFICIENT _____ (Meets Expectations)	VERY GOOD _____ (Sometimes Exceeds)	SUPERIOR _____ (Frequently Exceeds)	

II. MANAGEMENT/SUPERVISORY PERFORMANCE: Complete this section if employee is a manager or supervisor, or is responsible for managerial duties. Otherwise, skip to Section III. However, if one or more of these scales has particular relevance to an individual who is not a manager, rate that individual on those scales. Check the boxes which most clearly indicate your judgment of performance. Use the "comments" section to explain ratings and give specific suggestions to enable the employee to improve performance.

PLANNING & ORGANIZING: Anticipates conditions, plans, schedules, sets priorities, and organizes work effectively.

Plans, schedules, organizes and accomplishes work as normally expected. PROFICIENT _____ (Meets Expectations)	Sometimes exceeds normal expectations in planning, scheduling, organizing work and meeting objectives. VERY GOOD _____ (Sometimes Exceeds)	Consistently exceeds normal expectations. Anticipates problems very well; prepares to meet them. SUPERIOR _____ (Frequently Exceeds)	Exceeds normal expectations by a wide margin. Consistently anticipates problems; makes complete preparations to meet them. Unit is a model of efficiency. DISTINGUISHED _____ (Far Above)	MUST IMPROVE (explain) Not Applicable _____
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DEVELOPMENT & -0.015TJET015TJET015TJE113.88 reW n.48 0.48 rF-0.004 TJET5)-1a0.48 1 (-1a0.002 61 (-1a0.002 61 (-1a0.00e.G1

(Meets Expectations)	(Sometimes Exceeds)	(Frequently Exceeds)	(Far Above)		
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COMMENTS:

III. OVERALL PERFORMANCE RATING: Consider all the factors discussed above. Develop an overall rating for the review period.

OTHER FACTORS: Include other factors which are important:	

Performance and accomplishments meet all normal expectations for an experienced employee in this job. Commendable performance.

PROFICIENT _____

NAME:



NAME:

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Employee	I have read this appraisal and discussed its contents with my supervisor. My signature does not mean that I necessarily agree with the appraisal.	
	Signature	Date

Evaluator	I have discussed this completed appraisal with the employee and have explained the appeals process.	
	Signature	Date

Evaluator's Supervisor		
	Signature	Date