West Valley-Mission Community College District

GUIDELINES	
GOIDELINES	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. Evaluator and employee shall meet for an oral review of the responsibilities/objectives, and modification made if necessary and mutually agreed upon.
	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. The report shall be sent to the evaluator's supervisor for approval and validation ratings.

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

(Sometimes 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.

			<u>, </u>	
Plans, schedules,	Sometimes exceeds	Consistently exceeds	Exceeds normal	MUST IMPROVE
organizes and	normal expectations in	normal expectations.	expectations by a	(explain)
accomplishes work as	planning, scheduling,	Anticipates problems	wide margin.	
normally expected.	organizing work and	very well; prepares to	Consistently	
	meeting objectives.	meet them.	anticipates problems;	
			makes complete prep-	
			arations to meet them.	
			Unit is a model of	
PROFICIENT	VERY GOOD	SUPERIOR	efficiency.	Not Applicable
(Meets Expectations)	(Sometimes Exceeds)	(Frequently Exceeds)	DISTINGUISHED	
, , ,	(,		(Far Above)	

DEVELOPMENT & -0.016/TjET016/TjET016/TjE113.88 reW n.48 0.48 rF-0.004 TJTJET5()-1a0.48 1 ()-1a0.002 61 ()-1a0.002 61 ()-1a0.00e.G1

(Meets Expectations) (Sometimes Exceeds) (Frequently Exceeds) (Far Above)
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:	
	1

		г			

Employee I have read this appraisal and discussed its contents with my supervisor. My signal not mean that I necessarily agree with the appraisal. Signature Date	ature does
not mean that I necessarily agree with the appraisal.	ature does
not mean that I necessarily agree with the appraisal.	ature does
not mean that I necessarily agree with the appraisal.	ature does
not mean that I necessarily agree with the appraisal.	ature does
not mean that I necessarily agree with the appraisal.	ature does
not mean that I necessarily agree with the appraisal.	ature does
Signature Date	
Signature Date	
Oignature	
Evaluator I have discussed this completed appraisal with the employee and have explained th	e appeals
process.	
Signature Date	
Evaluator's Supervisor	
Signature Date	