

**PERFORMANCE EVALUATION FOR PERMANENT CLASSIFIED EMPLOYEES**

**NAME:** \_\_\_\_\_

**EMPLOYEE NUMBER:** \_\_\_\_\_

**CLASSIFICATION:** \_\_\_\_\_

**DIVISION OR COLLEGE:** \_\_\_\_\_

**EVALUATION PERIOD:** \_\_\_\_\_

**Note:** Performance Evaluations for permanent employees shall be made by the supervisor / evaluator.  
(See Article 16, B1)

**RATINGS:**  
A – MEETS OR EXCEEDS WORK PERFORMANCE STANDARDS  
B – BELOW WORK PERFORMANCE STANDARDS

PERFORMANCE STANDARDS	A	B	COMMENTS
<b>1. QUALITY OF WORK:</b> Consider the employee's job knowledge and the extent to which the employee is accurate, neat, well organized, and thorough.			
<b>2. QUANTITY OF WORK:</b> Consider the extent to which the amount of work produced meets reasonable standards.			
<b>3. WORK HABITS:</b> Consider the extent to which the employee shows good daily attendance, is punctual, orderly, complies with rules, regulations and instructions, and works without immediate supervision.			
<b>4. PERSONAL QUALITIES:</b> Consider the extent to which the employee uses good judgment, shows initiative, and adapts to emergency and new situations. Personal qualities also includes personal hygiene.			
<b>5. RELATIONSHIP WITH OTHERS:</b> Consider the extent to which the employee works effectively and courteously with fellow employees, with students and the public.			
<b>6. SUPERVISORY QUALITIES (IF APPLICABLE):</b> Consider the extent to which the employee exhibits leadership, impartiality and fairness in making decisions. Shows good judgment in assigning work and communicates effectively. Assignments are completed in an effective and timely manner.			

**7. GENERAL COMMENTS OR COMMENTS ON OTHER FACTORS NOT LISTED ABOVE.**

<b>8. OVERALL PERFORMANCE</b>			
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**CLASSIFICATION OF POSITION:** Do the primary duties of the employee fall within his/her assigned class? If "NO", attach a statement listing duties and responsibilities considered inappropriate to the class.

	<b>Yes</b>	<b>No</b>
Supervisor	_____	_____
Employee		

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

My signature below is an acknowledgement that I have seen and discussed this evaluation with my supervisor, but not necessarily imply agreement with the evaluation. I understand that I have the right to respond to any derogatory evaluation or statement and attach such response to this evaluation.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Next Level of Authority

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President Signature

\_\_\_\_\_  
Date

## INSTRUCTIONS FOR PREPARING PERFORMANCE EVALUATIONS

**1. AN EVALUATION SHALL BE COMPLETED FOR:**

Each regular classified employee who is not serving in an initial probationary period. In the event an employee has worked for more than one supervisor during the previous period, a separate evaluation shall be completed by each supervisor for whom the employee has worked more than 120 working days.

**2. THE PERSON COMPLETING THE EVALUATION:**

Shall be the employee's supervisor who is immediately responsible for the work of the employee. The supervisor is defined as the person who either oversees, reviews, or checks the daily work of the employee or who is most closely acquainted with the employee's work performance. In the event an employee worked for more than one supervisor during the reporting period, a separate form should be completed by each supervisor under whom the employee has worked.

**3. BEFORE MAKING THE EVALUATION, THE SUPERVISOR IS REQUESTED TO:**

Verify that the name, employee number, class title, and the Division or College and reporting period dates for each employee, are correct.

**4. AN EMPLOYEE'S WORK PERFORMANCE SHALL BE EVALUATED BY:**

A check mark (✓) in the appropriate box ("Below Work Performance Standards" or "Meets or Exceeds Work Performance Standards") opposite the factor being reported. In addition, the supervisor should state in the "Comments" space the suggestions he/she gave to the employee on how to improve his/her work performance standards, or why the employee's performance exceeds the standards.

**5. THE SUPERVISOR MAY:**

Add factors which he/she considers pertinent to the evaluation and record suggestions made to the employee that will aid him/her in improving his/her work or make other pertinent comments. The employee may respond to the supervisor's comments.

**6. THE SUPERVISOR SHALL:**

**A.** Hold a conference with each employee for whom an evaluation is completed.

Note: The form may be completed at the time of the conference if the supervisor so wishes.

**B.** Explain to each employee:

1. The reasons for performance evaluation shall be given by the evaluator,
2. The evaluator shall explain the kind of work performance expected,
3. The evaluator shall give the reasons for the evaluation given and any negative evaluation or comments shall include specific recommendations for improvements and provisions for assisting the employee in implementing any recommendations made and
4. The evaluator and evaluatee may discuss any questions that the evaluatee has concerning his/her job and/or the responsibilities and duties assigned.
5. If the employee feels that the evaluation is improper, he/she may go to the supervisor's immediate supervisor to resolve differences. No regular employee shall be denied this privilege.

**C.** Sign the performance evaluation form and obtain the signature of the employee.

**D.** Submit the completed form to the immediate supervisor for review and signature.

**E.** Retain the triplicate copy of the performance evaluation form. If the employee is not available, the supervisor will send a copy of the form by certified mail to him/her at his/her last known address.

**F.** Give the employee the duplicate copy of the completed form. (If the employee is not available, the supervisor will send a copy of the form by certified mail to his/her last known address.)

**G.** Send the original copy to the Human Resources Division to be placed in the employee's personnel file.

**7. ADDITIONAL FORMS WHICH MAY BE USED BY THE SUPERVISOR:**

**A.** A notice of outstanding work performance is available to provide a record of commendation for outstanding work performance in regular day-to-day activities or in an unusually difficult and/or emergency situation. A notice of outstanding work performance may be completed and filed at any time considered appropriate by the employee's supervisor.

**B.** A notice of unsatisfactory service is available to:

- (1) Provide a written record of an employee's unsatisfactory service.
- (2) Provide a written confirmation that the employee has been told of his/her unsatisfactory service.
- (3) Prepare for further disciplinary action such as suspension, demotion, or dismissal.

The notice of unsatisfactory service is given to the employee whenever his/her services are unsatisfactory.

**8.** If additional comments pertaining to the employee's performance are entered on the form subsequent to the evaluation conference, the employee must be advised of such comments.

### DEFINITION OF COLUMNS

**A. MEETS OR EXCEEDS WORK PERFORMANCE STANDARDS:** A check in this column indicates that the employee's work is satisfactory or better. If the employee's work is truly exceptional and worthy of special notice and commendation, a notice of outstanding work performance should also be used.

**B. BELOW WORK PERFORMANCE STANDARDS:** Persons evaluated in this category usually require additional training and closer supervision in order to meet fully the established work standards. The employee should understand that his/her work is not considered unsatisfactory, but that additional effort on his/her part, along with more help on the part of his/her supervisor will probably be required to bring his/her performance to a completely acceptable and satisfactory level. Continued failure to show improvement may lead to preparation of a notice of unsatisfactory service.