



# ***SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT***

## ***Performance Evaluation Review***

### ***CSEA Bargaining Unit***

<b>Employee Name:</b>	Sample Form		
<b>Position:</b>	Sample Position		
<b>Date of Evaluation:</b>	7/27/2010	<b>Department:</b>	Sample Dept
<b>Evaluation Period:</b>	Annual	<b>From:</b>	7/1/2009
		<b>To:</b>	6/30/2010

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
CSEA BARGAINING UNIT EMPLOYEE PERFORMANCE EVALUATION REVIEW**

Sample Form  
(Employee Name)

**Review the categories below. To the right indicate the rating 1 - 5 that best describes the employee's level of performance. Enter "NA" for a criteria that is not applicable.**

**A. JOB KNOWLEDGE** - Consider the extent to which the employee has the knowledge and skills necessary to fulfill the responsibility of the position.

1	2	3	4	5
Unable to perform job due to lack of knowledge, information and understanding.	Needs to acquire additional job knowledge, information and understanding to perform adequately.	Job knowledge, information and understanding are satisfactory for good job performance.	Level of understanding of essential aspects of work and related matters is clearly higher than that possessed by most of this job.	Demonstrates exceptional understanding of and insight into the essential aspects of work and related matters; recognized by others as a resource person within the unit.

**N/A  
RATING**

**Comments:**

**B. JUDGMENT** - Consider the intelligence, confidence, and approach used in making decisions. Ability to think and act in a logical and calm manner.

1	2	3	4	5
Jumps to conclusions. Lacks ability or confidence to make a judgment decision, even in daily activities.	Judgment is usually acceptable on daily decisions. Is not able/willing to use a logical approach to decision making..	Generally demonstrates logical thinking and makes sound decisions. Attempts to use analytical approach to the decision making process.	Makes sound decisions. Applies thought and analytical techniques to the decision-making process.	Displays exceptional ability to analyze and deal with a variety of situations that could be potential problems.

**N/A  
RATING**

**Comments:**

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**C. INDUSTRIOUSNESS** - Extent to which employee is willing and able to work hard.

1	2	3	4	5
Requires continual prodding to get the job done; tries to avoid work whenever possible.	Sometimes requires prodding to ensure completion of job duties; tends to waste time or socialize too much.	Performs required job duties without prodding; will perform extra work, when requested; interested in improving service provided by department.	Works steadily on assigned tasks; does extra work willingly; shows concern for providing quality service.	Consistently puts every possible effort into work; takes initiative to do more than required on appropriate tasks; exceptionally motivated to provide the best possible service.

**N/A  
RATING**

**Comments:**

**D. QUALITY OF WORK** - Consider the extent to which work output is accurate, complete and precise.

1	2	3	4	5
Work output seldom accurate, complete and precise. Errors and/or omissions are frequent and serious.	Work output sometimes inaccurate, incomplete or imprecise. Work contains more errors and/or omissions than normal for the job.	Work normally accurate, complete and precise. Minor number of errors and/or omissions.	Work consistently accurate, complete and precise. Rarely makes errors and/or omissions.	Invariably exceptional in accuracy, completeness and preciseness. Work is the standard of comparison in the unit.

**N/A  
RATING**

**Comments:**

**E. QUANTITY OF WORK** - Consider the output of work during a given period of time.

1	2	3	4	5
Work output is unacceptable. Is a slow worker. Immediate improvement is required.	Work output frequently is less than normal and should be promptly improved.	Work output is acceptable. Does a satisfactory volume of work in a reasonable period of time.	More efficient than most. Work output is consistently higher than normal for the job.	Exceptionally efficient and productive employee when compared with all other in the unit.

**N/A  
RATING**

**Comments:**

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(Employee Name)

**F. PLANNING AND ORGANIZING** - The ability to project the future course of action needed to achieve an identified objective, and to coordinate the activities and resources involved in such a way as to maximize the efficiency of the process.

1	2	3	4	5
Shows lack of organizational skills	May understand the value of planning and organizing work. Unable to do so effectively.	Effective under normal circumstances. Needs some guidance in planning for difficult assignments.	Consistently able to effectively finish assignments. Well organized.	Exceptional at organizing the simplest and the most difficult tasks.

**N/A  
RATING**

**Comments:**

**G. COMMUNICATION** - Consider the employee's ability to communicate with others effectively in written, verbal or electronic communications.

1	2	3	4	5
Communication is consistently poor and often raises doubt as to exact meaning; others must continually seek clarification or correct errors.	Communication often lacks clarity and effectiveness and sometimes creates confusion as to meaning.	Communication is normally legible, accurate and concise; employee normally uses correct vocabulary, spelling and grammar.	Communication is consistently legible, accurate and concise; employee uses correct vocabulary, spelling and grammar.	Communication is exceptional, both verbally and written. Accurate and concise; employee consistently uses correct vocabulary, spelling and grammar.

**N/A  
RATING**

**Comments:**

**H. DEPENDABILITY** - Consider the responsibility assumed by the employee for his or her actions.

1	2	3	4	5
Requires constant supervision. Unable to function independently.	Carries out responsibilities but requires close supervision.	Performs satisfactorily. Makes good progress in trying to reach objectives.	Carries out responsibilities with a minimum of supervision.	Requires no supervision. Can be relied on in all work situations at all times.

**N/A  
RATING**

**Comments:**

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**I. COOPERATION WITH SUPERVISING ADMINISTRATOR** - Consider the employee's attitude towards supervisor and his/her willingness and ability to work with the supervisor.

1	2	3	4	5
Resists opportunities to assist supervisor. Generally unwilling or unable to follow instructions.	Occasionally reluctant to assist supervisor. Experiences difficulty following instructions.	Normally willing and able to assist supervisor and to follow instructions.	More willing and able than most to assist supervisor and to follow instructions.	Provides enthusiastic support and assistance to supervisor, work always consistent with instructions.

**N/A  
RATING**

**Comments:**

**J. RELATIONSHIP WITH STUDENTS AND PUBLIC**- Willingness and ability to be responsive in a warm, caring and courteous manner to students, faculty and the general public.

1	2	3	4	5
Frequently rude or curt; displays no personal warmth of concern for the welfare of students.	Occasionally rude or curt; sometimes unable to convey an attitude of caring.	Normally willing and able to approach the public/students in a concerned, caring and courteous fashion.	Consistently displays an attitude of concern; most always courteous, regardless of situation.	Exceptionally responsive and always courteous to people, even when they are irritable or upset; demonstrates genuine empathy.

**N/A  
RATING**

**Comments:**

**K. COOPERATION WITH CO-WORKERS** - Willingness and ability to work as a team member and to get along with and assist co-workers when asked.

1	2	3	4	5
Frequent problems encountered in working with co-workers as a team member, does not assist others when work is completed.	Occasionally experiences difficulty working with co-workers and as a team member; rarely offers to assist others when work is completed.	Maintains a good working relationship with co-workers; offers to assist others when work is completed.	Works well with co-workers; cooperative, tolerant and better able than most to work as a team member, readily offers to assist others when work has been completed.	Exceptional ability to work with co-worker; always cooperative and tolerant; an enthusiastic team member; encourages a team spirit in others.

**N/A  
RATING**

**Comments:**

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**L. ADAPTABILITY AND FLEXIBILITY** - Consider the employee's resourcefulness in handling assignments and solving problems in areas other than primary responsibilities. Versatile application of knowledge and skills. Flexible.

1	2	3	4	5
Inflexible, unable to adjust to change.	Difficulty with change.	Flexible and adapts to change.	Ability to adapt to most situations.	Exceptional and versatile. Adapts to change well.

**N/A  
RATING**

**Comments:**

**M. ATTENDANCE** - Consider the absence, arrival time, departure time and other unscheduled time away from the office.

1	2	3	4	5
Frequently absent, tardy, or unavailable for work.	Has difficulty in attendance and punctuality.	Regular attendance and punctuality.	Consistently present at work and on time. Notifications of absence in a timely manner.	Exceptional attendance and punctuality. Schedules absence in advance; except in cases of emergency.

**N/A  
RATING**

**Comments:**

**N. ATTEMPTS TO IMPROVE** - Consider employee's responsiveness to criticism and steps taken to correct problem areas identified.

1	2	3	4	5
Unable to receive or respond to critical feedback, unresponsive to suggestions to improve.	Generally unresponsive to criticism, will, if asked, make an effort to improve.	Normally responsive to criticism, interested in trying to correct problem areas identified.	Responds to criticism in a constructive fashion, exhibits more initiative than most in taking steps to correct problem areas identified.	Exhibits openness to critical feedback and constructively discusses ways to improve. Follows through on steps recommended to correct problem areas identified.

**N/A  
RATING**

**Comments:**

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**O. SAFETY CONSCIOUSNESS** - The ability to take necessary and reasonable precautions and to follow safety guidelines as prescribed.

1	2	3	4	5
Non-compliance with safety requirements and training. Fails to follow safety standards. Breaks safety policies and procedures. Lacks knowledge regarding safety standards.	Rarely follows safety procedures and standards. Does not have a thorough understanding of safety policies and procedures.	Participates in required safety training, understands and maintains a safe work environment.	Models safe behavior and practices. Participates in departmental safety/environmental efforts and training.	Leads safety efforts. Completes all safety training in a thorough timely fashion.

N/A RATING
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Comments:

**OVERALL ASSESSMENT**

**PERFORMANCE LEVEL DEFINITIONS**

<input checked="" type="checkbox"/>	<b>OUTSTANDING</b>	Performance is consistently superior in all respects.
<input type="checkbox"/>	<b>EXCEEDS REQUIREMENTS</b>	Performance is clearly, substantially, and consistently above that expected.
<input type="checkbox"/>	<b>COMMENDABLE</b>	Performance is fully acceptable, and the most important job requirements are met.
<input type="checkbox"/>	<b>REQUIRES IMPROVEMENT</b>	Acceptable performance is lacking in important aspects of job.
<input type="checkbox"/>	<b>UNSATISFACTORY</b>	Performance fails to meet requirements.

**If rating for the overall assessment is unsatisfactory or needs improvement on any of the categories, complete a performance improvement plan of action below OR attach a separate sheet.**

I have discussed my performance with my supervisor. My signature does not imply that I agree.

Comments:

Employee Signature:

Date:     /     /

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Sample Form  
(Employee Name)

**Comments**

**Supervisor Signature:**

**Date:**     /     /

**Comments:**

**President / Deputy Chancellor Signature:**

**Date:**     /     /

(Distribution: Original to Personnel File-Human Resources. Copy to Employee and Evaluator)