

Employee's Name:	
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Confidential Employee Performance Review

Contra Costa Community College District

Employee's Name:			
Position:		Work Location:	
Reviewed by:		Date of Review:	
Type of Evaluation (Check one) <input type="checkbox"/> Probationary <input type="checkbox"/> Annual <input type="checkbox"/> Special <small>Probationary Evaluations are at the END of the Month: <input type="checkbox"/> 3rd <input type="checkbox"/> 6th <input type="checkbox"/> 11th</small>			

Directions: Indicate the confidential employee's performance for each of the following key result areas or categories and write comments to explain. If possible, include examples of actual performance. Indicate goals to be worked on in upcoming evaluation period. Attach additional pages if needed.

Note: Several examples of behavior are included under each key result area. These are not meant to be inclusive of all appropriate behaviors for that category.

NA = Not Applicable 1 = Unsatisfactory 2 = Needs Improvement	3 = Satisfactory 4 = Exceeds Performance Standards 5 = Exceptional	NA	1	2	3	4	5
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Part I – Behavioral Categories

Work Organization and Planning <ul style="list-style-type: none"> Effectively schedules time. Engages in short- and long-term planning. Produces high quality of work—such as number of tasks, reports, problem solving, etc. 	Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Quality <ul style="list-style-type: none"> Completes high-quality work according to specifications. Thoroughly follows standards and procedures. Keeps complete records/works accurately. Well informed on all phases of work. Foresees trends in field. Pays adequate attention to details (for example: proofreading work, scheduling calendar, etc.). 	Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Volume of Work <ul style="list-style-type: none"> Completes assignments in time allocated or less. Produces acceptable quantity of work such as numbers of tasks, reports, problem solving, etc. Works at a steady pace regardless of environmental pressures. 	Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organizational and Team Relationships <ul style="list-style-type: none"> Keeps manager and others advised of problems, ideas or decisions when needed. Provides information, help or coverage to others when needed. Executes directions and plans from immediate supervisor. 	Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Administration <ul style="list-style-type: none">• Keeps accurate records and insures that follow-up is made.• Processes paperwork promptly, accurately, and with attention to detail.• Documents actions.	Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Innovation/Creativity <ul style="list-style-type: none">• Generates workable ideas, concepts, and techniques.• Proposes and accepts new methods of performing job.• Attempts to simplify and/or improve procedures, techniques, and processes.• Selects optimal solutions to problems.• Accepts change willingly.	Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Analytical and Problem-Solving Skills <ul style="list-style-type: none">• Presents alternatives when proposing course of action.• Consults opinions of others when appropriate.• Weighs alternatives before making decisions.• Understands and defines problems clearly.	Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication Skills <ul style="list-style-type: none">• Writes concise, easily read reports and correspondence, etc.• Articulates ideas in a clear, concise manner.• Presents ideas and listens to others.• Courteously deals with other employees and the public.• Accepts constructive criticism and feedback.	Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reliability and Punctuality <ul style="list-style-type: none">• Is reliable and responsible in work attendance.• Works flexible hours to meet deadlines.• Adheres to established guidelines and rules of the organization.	Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Technical Application and Knowledge <ul style="list-style-type: none">• Applies technical, professional knowledge to the job requirements.• Keeps informed of current technical skills relevant to the job.• Uses past experience to solve problems.	Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Helps Meet Organizational Goals <ul style="list-style-type: none">• Understands and assists in meeting work unit's organizational goals and objectives.	Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Customer Service	Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Employee understands and exhibits good customer service to work unit's clients. Viewed by others as helpful and willing to assist. 							
Other Employee-Specific Category	Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> 							
Part II - Prior Year's Goals/Objectives	Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> How did the employee do in completing or making progress on last year's goals/ objectives? Provide specific examples of how the employee achieved or did not achieve specific goals/objectives. 							
Part III - Career/Staff Development Plan (Optional)	Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Layout specific career/staff planning goals. List activities that will be undertaken by the employee and the manager in the coming evaluation period that support these goals. 							
Part IV - Overall Evaluation Rating	Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Look at all the categories of the evaluation. Final rating should reflect the overall pattern of scores found in the various categories. 							

Part V - Signatures and Employee Status

<p>Note: This evaluation has been discussed with me. Signing this form does not necessarily mean that I agree with all of the ratings.</p>	<p>I wish to attach comments.</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p style="text-align: center;">Probationary Status:</p>	<p><input type="checkbox"/> Terminate Probation <input type="checkbox"/> Grant Permanency</p>
<p>Confidential Employee's Signature:</p>	<p>Date:</p>
<p>Immediate Supervisor's Signature:</p>	<p>Date:</p>