

Long Beach Community College District Classified Employee Evaluation

Employee Name _____ Classification _____

Department/Division _____ Employment Date _____ Evaluation Period _____

Permanent Employee Probationary Employee Second Month Fifth Month

Review the dimensions of performance: under each category, comment on the employee's accomplishments and challenges during the evaluation period. Indicate the level of performance achieved using the following scale:

5=Outstanding 4=Exceeds Expectations 3=Meets Expectations 2=Needs Improvement 1=Unsatisfactory

PLEASE NOTE: Individual category ratings must be in whole numbers

1) **Quality of Work:** Demonstrates accuracy and thoroughness; displays commitment to excellence; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.

Rating:	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> <u>N/A</u>
Comments:						

2) **Productivity:** Completes work in a timely manner.

Rating:	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> <u>N/A</u>
Comments:						

3) **Working Relations:** Acts in a manner that reflects respect, courtesy, civility, and appreciation. Establishes and maintains effective work relationships. Offers assistance and support to co-workers. Understands lines of reporting, responsibility, and accountability. Provides accurate information.

Rating:	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> <u>N/A</u>
Comments:						

4) **Skills and Abilities:** Select all which are applicable to the work assignment. Evaluators may identify other relevant criteria if desired.

a) **Attendance and Punctuality:** Reports to work as scheduled and on time and complies with standards for attendance, rest periods, and meal periods.

Rating:	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> <u>N/A</u>
Comments:						

b) **Dependability and Reliability:** Carries out the responsibilities of the position with minimal supervision and guidance.

Rating:	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> <u>N/A</u>
Comments:						

c) **Communication:** Writes clearly, edits work for spelling and grammar, presents numerical data effectively, expresses thoughts clearly, verbally and in writing.

Rating:	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> <u>N/A</u>
Comments:						

d) **Team Work:** Balances individual and unit responsibilities; works effectively as part of a group.

Rating:	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> <u>N/A</u>
Comments:						

e) **Safety:** Complies with District safety policies and practices. Operates equipment and/or vehicles in a safe manner. Reports unsafe conditions.

Rating:	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> <u>N/A</u>
Comments:						

f) **Trade and Industrial:** Knowledge of industry standards and practices; maintenance, operation, and storing of tools supplies and equipment; proper handling of chemicals.

Rating:	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> <u>N/A</u>
Comments:						

g) **Analytical and Data Analysis:** Recognizes what information is critical; plans and conducts research and analyzes in clear and concise manner.

Rating:	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> <u>N/A</u>
Comments:						

h) **Information Technology:** Demonstrates ability to use current technology in performing job duties.

Rating:	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> <u>N/A</u>
Comments:						

- i) **Leading Others:** Prioritizes and plans work activities of others to meet unit, department and college priorities and timelines; motivates others toward common goals, integrates changes, demonstrates ability to coach, mentor, train and develop others.

Rating:	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> <u>N/A</u>
Comments:						

Overall Work Performance

Please check the employee's overall rating:

- Outstanding Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

If appropriate, for permanent employee only:

Re-evaluation within 60 to 90 working days of evaluation conference:

- Initiated by supervisor Initiated by employee

For probationary employee only, recommend:

- Grant Permanent Status
- Continue Probationary Period (second month evaluation only)
- Discontinue Employment

Evaluator's Comments: (Ratings of "Needs Improvement" or "Unsatisfactory" must be supported by a statement of the facts and suggestions for improvement. Comments may also include special commendations.)

Employee Signature: My signature below signifies that I have read and/or discussed this evaluation with my supervisor. It does not necessarily imply that I agree with the evaluation. I understand that I may submit written comments or rebuttal to this evaluation within fifteen (15) working days.

Employee's Signature

Date

Evaluator's Signature

Date

Employee's Printed Name

Evaluator's Printed Name