

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
HUMAN RESOURCES DEPARTMENT

Classified Employee Self-Evaluation

Last Name	First Name	Classification	Location/Department
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Evaluator Name and Title: _____

Rating Period: From: _____ **to** _____

- Please discuss your strengths as they relate to the specific performance factors listed below. You may attach information for each factor if you choose to do so.

Performance Factor	Comments
1. Work Quality	
2. Work Habits	
3. Working Relations	
4. Demonstration of Initiative and Judgment	
5. Punctuality and Attendance	
6. Safety	
7. Communication	

- Special Areas Needing Improvement:** If you received an NI or U in any of the following performance factors on your last evaluation, please indicate how you have improved your performance regarding each of these factors since the last evaluation.

Performance Factor	Comments
1. Work Quality	
2. Work Habits	
3. Working Relations	
4. Demonstration of Initiative and Judgment	
5. Punctuality and Attendance	
6. Safety	
7. Communication	

3. Describe your previous year's goals, progress and accomplishments (e.g., certifications, licenses, education, training, etc.).

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4. Identify your job-related goals or improvement needs for the next year (e.g., classes, certifications, training, etc.)

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5. What could be done to assist your effectiveness on the job (supplies, equipment, training, etc.)?

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Employee Signature:		Date:	
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