

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

Classified Employee Evaluation

Last Name First Name Classification Title Location/Department

Supervisor Name and Title:

Evaluation Type: Annual Mid-probation* End of probation Out of Cycle: _____

Rating Period: From _____ to _____ FOR HR USE ONLY - DATE RECEIVED: _____

*Probationary employees are scheduled for two evaluations. The first is due upon the employee's completion of three months (3 months in the assignment). The end of probation evaluation is due upon the employee's completion of 5 ½ months in the assignment.

DEFINITIONS OF RATINGS:
Highly Effective (HE) = Consistently exceeds standards established for the job.
Effective (E) = Consistently meets the standards established for the job.
Needs Improvement (NI) = Occasionally fails to meet standards established for the job or is a new employee who is still developing in the established standard.
Unsatisfactory (U) = Consistently fails to meet standards established for the job.

When it becomes apparent that an employee may receive a Needs Improvement (NI) or an Unsatisfactory (U) annual rating in any performance factor, prior to giving the employee such a rating, the immediate supervisor and the employee shall meet to discuss the employee's deficiencies and recommendations for improvement.

PERFORMANCE FACTORS

	Highly Effective	Effective	Needs Improvement	Unsatisfactory
Work Quality <i>Work product is accurate, neat, well organized, and thorough</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Habits, Attendance, and Punctuality <i>Effective in managing their time and work schedule, dependable, accepts responsibility, follows established procedures, completes work assignments, can be relied upon to carry out responsibilities with an appropriate level of supervision</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teamwork and Working Relations <i>Ability to work effectively with others as a group or team member</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Decision Making and Judgment <i>Chooses optimal courses of action and holds oneself accountable for performance</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Action and Results Focus <i>Takes appropriate initiative and seeks opportunities to positively contribute; Solution focused</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional and Technical Expertise <i>Applies comprehensive knowledge of the currently established information, techniques, practices, and procedures of the job.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>Sensitivity to Diversity, Equity, and Inclusion <i>Demonstrates attitudes and behaviors that show respect for individuals' diverse experiences and identities across such categories as race, ethnicity, language, gender, sex, sexuality, age, socioeconomic status, religion, and ability; welcomes and considers ideas and views of other people; shows willingness to accept feedback, learn, and listen to concerns of others.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Communication <i>Able to get a verbal or written message across in a clear, organized and appropriate manner, to understand instructions, and/or to provide service in an efficient, professional, and respectful manner.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Safety <i>Follows all District safety policies and practices, whether they operate equipment and/or vehicles in a safe manner, and/or that they report any unsafe conditions.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Supervisor Comments:

GOAL SETTING/OBJECTIVES FOR THE NEXT EVALUATION PERIOD

<p><i>During the next evaluation period, emphasis will be placed on growth and development in the areas identified.</i></p>	
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ADDITIONAL COMMENTS:

<p>Employee Strengths <i>Discuss the areas in which the employee has demonstrated significant strengths or abilities.</i></p>
<p>Special Areas Needing Improvement <i>Based on improvement needs for any Performance Factor(s) rated as 'NI' or 'U,' the attached Classified Employee Evaluation Addendum for Special Areas Needing Improvement must be completed.</i></p>
<p>President/Vice Chancellor/Designee Comments:</p>
<p>Employee Comments <i>The employee may attach a letter with additional comments to be forwarded to the District Human Resources Department.</i></p>

SIGNATURES

Signature of employee indicates that the employee has been presented with the evaluation, not that there is necessarily agreement with the evaluation.

Employee Signature:	Date:
Supervisor Signature:	Date:
President/Vice Chancellor/ Designee Signature:	Date:

CLASSIFIED EMPLOYEE EVALUATION ADDENDUM FOR SPECIAL AREAS NEEDING IMPROVEMENT

Performance Factor Needing Improvement	How is the employee not meeting expectations?	What needs to be done to meet expectations?	What is the time period in which the employee is expected to show improvement?	Is training required? If so, what training?
Work Quality				
Work Habits, Attendance, and Punctuality				
Teamwork and Working Relations				
Decision Making and Judgement				
Action and Results Focus				
Professional and Technical Expertise				
Sensitivity to Diversity, Equity, and Inclusion				
Communication				
Safety				

Employee Signature:	Date:
Supervisor Signature:	Date:

Guidelines for Classified Employee Evaluation

Recognizing that employees are the District's most important asset, performance evaluations are intended to encourage excellence by providing a written assessment of employee work performance. The performance evaluation should communicate performance standards for the position and encourage growth and improvement of performance for the future.

Ratings:

- Define the standard and identify a rating for each performance factor based on that standard.
HE = Highly Effective
E = Effective
NI = Needs Improvement
U = Unsatisfactory. Be objective; avoid references to personal likes or dislikes.
- Consider one performance factor at a time, keeping each factor distinct.
- Base the evaluation on observed and proven performance during the entire rating period. Off duty conduct shall not be reflected in the evaluation unless there is a nexus to the assignment within the District.
- Ratings on "Punctuality and Attendance" shall not be based on absences resulting from the legitimate exercise of rights provided by FMLA, CFRA, ADA, PDL or Worker's Compensation, nor shall be based on other pre-approved leaves such as vacation, comp time, floating holidays. Ratings related to the unit member's proper adherence to statutes, regulations, policies of the District or collectively bargained provisions governing the administration of such rights, shall appear under "Work Habits."

When it becomes apparent that an employee may receive a Needs Improvement (NI) or an Unsatisfactory (U) annual rating in any performance factor, prior to giving the employee such a rating, the immediate supervisor and the employee shall meet to discuss the employee's deficiencies and recommendations for improvement.

Supervisor Comments:

A written comment is required for all ratings. If the employee receives an NI or U rating, be specific about the manner in which the employee is not meeting standards. All written comments shall correspond with the rating for each performance factor.

Goal Setting/Objectives for the Next Evaluation Period:

- Work goals may be provided to individual employees. They can include any number of job-specific performance targets for the employee that should be accomplished during the coming evaluation period. The goals could include work projects, district-sponsored training, or other similar long-term objectives that should be achieved within a specified timeframe.
- If goals for an employee change during the evaluation year, such change should be noted in the evaluation.

Development Plan:

- Employee Strengths
 1. Identify and discuss strengths and abilities in specific performance factors as well as based on overall performance.
 2. Be specific.
- Improvement Needs
 1. Identify and discuss the employee's improvement needs in specific performance factors as well as based on overall performance.
 2. All employees, regardless of ratings, have improvement needs.
 3. Be specific.
- Actions – The plan for improving performance must be discussed and developed by the supervisor in consultation with the employee at the time of the evaluation meeting.
 1. Develop a plan for attaining the desired improvements or objectives.
 2. Indicate how improvement will be measured.
 3. Specify a realistic time period in which the employee is expected to show improvement.

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

Classified Employee Self-Evaluation

(Required for employees who are probationary or have received "NI" or "U" on current evaluation. Voluntary for all other classified employees.)

Last Name First Name Classification Title Location/Department

Supervisor Name and Title: _____

Rating Period: From _____ **to** _____

1) 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
Work Quality	
Work Habits, Attendance, and Punctuality	
Teamwork and Working Relations	
Decision Making and Judgment	
Action and Results Focus	
Professional and Technical Expertise	
Sensitivity to Diversity, Equity, and Inclusion	
Communication	
Safety	

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2) 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
Work Quality	
Work Habits, Attendance, and Punctuality	
Teamwork and Working Relations	
Decision Making and Judgment	
Action and Results Focus	
Professional and Technical Expertise	
Sensitivity to Diversity, Equity, and Inclusion	
Communication	
Safety	

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

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

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

Employee Signature:	Date:
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Received by:

Supervisor Signature:	Date:
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