



FOOTHILL-DE ANZA  
Community College District

# Classified Performance Evaluation

EMPLOYEE NAME			CAMPUS	LEVEL/STEP	TITLE	
ADMINISTRATOR			HIRE DATE	INCREMENT DATE	DATE ISSUED	DATE DUE
PROBATIONARY EMPLOYEE EVALUATION			PERMANENT EMPLOYEE EVALUATION			
SECOND MONTH <input type="checkbox"/>	FIFTH MONTH <input type="checkbox"/>	PERMANENCY <input type="checkbox"/>	ANNUAL <input type="checkbox"/>	SERVICE REC. <input type="checkbox"/>	LONGEVITY <input type="checkbox"/>	SPECIAL <input type="checkbox"/>

## PERFORMANCE INDICATORS

*INDICATORS ONE THROUGH ELEVEN MUST BE COMPLETED FOR ALL EVALUATIONS.*

<b>1. Knowledge of Duties</b>			
Demonstrates clear understanding and ability to perform the assigned job duties and has in-depth knowledge and technical expertise. Learns and masters applicable new skills and procedures.			
<input type="checkbox"/> Outstanding	<input type="checkbox"/> Good Solid Performance	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Unacceptable
Demonstrates a mastery of breadth and depth of knowledge. Is regarded as an expert.	Has good knowledge of job responsibilities and meets standards.	Deficient in knowledge and has limited awareness of job duties.	Lacks required knowledge to perform job. Work is consistently below standards.
Remarks:			
<b>2. Quality of Work/Accuracy</b>			
Performs at a high level of competency, accuracy and thoroughness. Uses initiative and creativity as appropriate in providing service.			
<input type="checkbox"/> Outstanding	<input type="checkbox"/> Good Solid Performance	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Unacceptable
Demonstrates exemplary work and a high level of accuracy and creativity. Work is consistently of high quality.	Produces quality results. Work is accurate and thorough. Pays attention to detail.	Quality of work is below standard. Requires direction.	Accuracy and competency is not demonstrated. Constant supervision is required.
Remarks:			
<b>3. Attendance/Punctuality</b>			
Schedules and uses leave in an appropriate manner that is sensitive to the department and workload priorities. Adheres to work schedule; reports to work on time.			
<input type="checkbox"/> Outstanding	<input type="checkbox"/> Good Solid Performance	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Unacceptable
Attendance is exemplary and uses good judgment in scheduling leave.	Attendance is reliable and gives proper notice in advance of foreseeable absences.	Frequently late/absent from work and does not use good judgment in scheduling leave.	High absenteeism. Ignores leave guidelines. Absenteeism adversely affects work environment.
Remarks:			

<b>4. Follow Through/Prioritize</b>			
Demonstrates good judgment in planning, organizing, and completing work.			
<input type="checkbox"/> Outstanding	<input type="checkbox"/> Good Solid Performance	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Unacceptable
Demonstrates exemplary skills in planning and organizing the completion of work.	Plans, organizes and completes work.	Insufficiently plans, is disorganized and completion of work is inconsistent.	Fails to plan, to organize and to complete work as required.
Remarks:			
<b>5. Cooperative/Team Player</b>			
Works well and effectively with others; responsive, positive attitude towards work; ability and willingness to work with associates, administrators and subordinates towards common goals; accommodating and dependable.			
<input type="checkbox"/> Outstanding	<input type="checkbox"/> Good Solid Performance	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Unacceptable
Actively works with others to accomplish common tasks and reach goals.	Works well as a team member and contributes to the goal.	Reluctant to perform as team member. Unwilling to work with others towards common goals.	Uncooperative and will not perform as a team member. Action is detrimental to accomplishing goals.
Remarks:			
<b>6. Effectiveness/Efficiency</b>			
Demonstrates the ability to use time wisely in producing the volume or quantity of work required for the position.			
<input type="checkbox"/> Outstanding	<input type="checkbox"/> Good Solid Performance	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Unacceptable
Results routinely exceed expectations in terms of time usage and quantity produced.	Completes assigned work and uses time wisely.	Uses time inefficiently and volume of work is insufficient.	Fails to accomplish tasks. Fails to use time efficiently. Unable to work on multiple tasks.
Remarks:			
<b>7. Flexibility</b>			
Demonstrates the ability to accommodate unexpected changes in the work routine.			
<input type="checkbox"/> Outstanding	<input type="checkbox"/> Good Solid Performance	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Unacceptable
Consistently goes above and beyond to meet the demands of the unexpected.	Appropriately modifies behavior and work methods in response to the unexpected.	Has difficulty in responding to changing conditions in the work place.	Unable or unwilling to respond to changing conditions in the work place.
Remarks:			

<b>8. Interpersonal/ Communication Skills</b>			
The ability to listen, hear and respond in a sensitive, meaningful way that enhances mutual respect with others as the employee carries out his/her responsibilities.			
<input type="checkbox"/> Outstanding	<input type="checkbox"/> Good Solid Performance	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Unacceptable
Promotes and builds excellent relationships with others.	Listens and responds effectively. Demonstrates respect for coworkers and others.	Lack of effective communication skills negatively impacts job performance.	Insensitive communication skills that cause conflict.
Remarks:			
<b>9. Demonstrated Sensitivity and Awareness To Diversity</b>			
Sensitivity to diverse populations that may require special effort and attention to provide equal and quality service; participates in activities designed to support a diverse working and learning environment; seeks ways to improve communication across areas of diversity.			
<input type="checkbox"/> Outstanding	<input type="checkbox"/> Good Solid Performance	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Unacceptable
Demonstrates an understanding of the challenges and opportunities that diversity brings to the workplace; works to develop relationships among diverse groups of workers and students.	Demonstrates support for the diversity of co-workers and students; seeks to understand differences and respects differences in the workplace.	Expects others to act and think the way he/she does; little effort to accommodate differences; impatient with those who are different.	Intolerant of those who are different; refuses to acknowledge or accommodate differences.
Remarks:			
<b>10. Safe Work Habits</b>			
Understanding and application of safe practices; observes safety rules. (i.e., lifting, storing, ergonomics, etc.)			
<input type="checkbox"/> Outstanding	<input type="checkbox"/> Good Solid Performance	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Unacceptable
Models safe work habits. Identifies unsafe conditions and recommends solutions.	Practices safe work habits.	Neglects prescribed safety policies and procedures that define safe work habits.	Puts oneself, others and/or District at serious risk by failing to practice or ignoring safe work habits.
Remarks:			
<b>11. Adaptability</b>			
Demonstrates the ability to learn new tasks, develop new skills and to accept new ideas as the work environment changes over time.			
<input type="checkbox"/> Outstanding	<input type="checkbox"/> Good Solid Performance	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Unacceptable
Keeps abreast of current trends in area of expertise. Initiates the opportunity to adapt, and to learn new tasks.	Readily learns new tasks to keep current. Open to change and new ideas.	Is reluctant to adapt to a changing work environment.	Does not adapt to a changing work environment.
Remarks:			

**THE FOLLOWING AREAS ARE OPTIONAL**

<b>12. Leadership/Supervision</b>			
Effectively assigns and delegates work in a manner that promotes productive and quality work; motivates others to realize their potential; oversees systems/operations effectively.			
<input type="checkbox"/> <b>Not Applicable</b>			
<input type="checkbox"/> <b>Outstanding</b>	<input type="checkbox"/> <b>Good Solid Performance</b>	<input type="checkbox"/> <b>Needs Improvement</b>	<input type="checkbox"/> <b>Unacceptable</b>
Demonstrates good supervisory skills in directing and assigning work; is fair, consistent, and responsible; perceived as a leader by work group.	Takes initiative when necessary; sets example of self reliance and leadership; makes sound decisions; uses good judgement in the delegation or assignment of work.	Seldom takes initiative; cannot effectively delegate or assign work; perceived as unfair.	Uses bad, uninformed judgements and recommendations; fails to develop team among work unit; neglects oversight of operations.
Remarks:			
<b>13. Other Performance Indicators (Separately list all those that apply.)</b>			
Other performance indicators are defined as areas unique to the position.			
Performance Indicator evaluated: _____			
<input type="checkbox"/> <b>Outstanding</b>	<input type="checkbox"/> <b>Good Solid Performance</b>	<input type="checkbox"/> <b>Needs Improvement</b>	<input type="checkbox"/> <b>Unacceptable</b>
Remarks:			

**SUMMARY**

**Overall Rating Summary and Recommendations:**  
 (To Be Completed by Administrator)

**Employee Response/Comments:**  
 (If applicable, employee should list any training requested, special accomplishments and goals for the upcoming year.)

*ADDITIONAL SHEETS MAY BE ATTACHED IF NECESSARY*

**SIGNATURE BLOCK**

My signature acknowledges that I have read and discussed this evaluation with my administrator. I know that this evaluation will become part of my personnel file and that I have the right to attach written comments within ten days that will also be added to my file.

\_\_\_\_\_  
 Employee's Signature Date

My signature indicates that I have discussed this Performance Evaluation with the employee.

\_\_\_\_\_  
 Administrator's Signature Date

<b>Instructions from Administrator to Human Resources</b>					
<u>ACTION RECOMMENDED – PROBATIONARY EMPLOYEE</u>			<u>ACTION RECOMMENDED – PERMANENT EMPLOYEE</u>		
	Yes	No	<input type="checkbox"/> Annual Evaluation – No Action Required	Yes	No
Continuation Recommended	<input type="checkbox"/>	<input type="checkbox"/>	Step Increase Recommended	<input type="checkbox"/>	<input type="checkbox"/>
Step Increase Recommended (six month)	<input type="checkbox"/>	<input type="checkbox"/>	Service Recognition Award Recommended	<input type="checkbox"/>	<input type="checkbox"/>
Permanence Recommended	<input type="checkbox"/>	<input type="checkbox"/>	Longevity Award Recommended	<input type="checkbox"/>	<input type="checkbox"/>
Dismissal Recommended	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>