BARSTOW COMMUNITY COLLEGE DISTRICT CERTIFICATED / CLASSIFIED MANAGEMENT EVALUATION

PERSONAL / CONFIDENTIAL

SUPERVISOR EVALUATION

This packet contains the <u>Performance Evaluation</u> for an *Administrator*, *Certificated/Classified Management or Confidential employee*. You are to complete the enclosed forms and forward them to the designated department within the established time frames. This information is personal and confidential.

PERSONAL / CONFIDENTIAL

BARSTOW COMMUNITY COLLEGE DISTRICT (ADMINISTRATOR, CERTIFICATED/CLASSIFIED MANAGEMENT OR CONFIDENTIAL)

EMPLOYEE NAME	
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POSITION TITLE

	ANNUAL	/ /
EVALUATION TYPE	PROBATIONARY	/ /

EVALUATION PERIOD	START DATE	/ /
	ENDING DATE	/ /

This performance evaluation should accurately assess how the management employee is carrying out his/her assigned duties as well as indicating how he/she can increase his/her potential for performance in the future, in accordance with the position description as attached.

Evaluations are performed by the employee's immediate supervisor. The employee and immediate supervisor are required to hold a conference to discuss the evaluation and set goals and objectives for the upcoming year.

Indicate the level of performance by checking the rating which best describes how this management employee is carrying out his/her assigned duties. The evaluator should depict his/her performance level with written comments for each measurement area but must make comments for those areas rated "Exceeds" or "Below".

RATING DEFINITIONS:

EXCEEDS – Exceeds job requirements. (Examples: Takes a positive leadership role in the position; Inspires others in their work; Shows interest in total college program; Quality and quantity of work exceeds position requirements.)

SATISFACTORY – Meets job requirements. (Examples: Works well with other employees; Consistently and satisfactorily completes assignments in a timely manner; Rarely needs follow-up; Consistently follows District policies.)

BELOW – Often does not meet job requirements. (Examples: Requires supervision often; Some assignments not complete or not acceptable; Problems working with others; Lacks effective communication skills; Does not follow District policies.)

Evaluator may use space between "Exceeds" and "Satisfactory" and "Below" when it is believed the performance rating is between the two ratings.

PERFORMANCE **EVALUATION**

4

Satisfactory

3

EVALUATION A.

Knowledge of Work
The understanding of basic functions, fundamentals, methods and
procedures of the job including details of operations, equipment

Exceeds

5

and materials.

Comments:

1.

2. **Quantity & Quality of Work**

The level and volume of acceptable work compared to what might be expected, including consistency and improved output.

Comments:

3. **Punctuality and Attendance**

Meets work schedule and is readily accessible to others.

Comments:

4. Adaptability

Ability to learn new duties or regulations and adjust to new situations encountered on the job.

Comments:

5. **Responsibility**

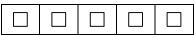
The willingness to assume and completely carry out assigned tasks and to be accountable for actions.

Comments:

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2

Below 1

6. Initiative

The ability to perform assigned tasks in a self-confident, eager manner, without detailed instructions including willingness to accept difficult tasks.

Comments:

7. Planning

The ability to identify needs, analyze alternate plans to meet needs, coordinate work, and effectively utilize staff and equipment.

Comments:

8. Judgment

The ability to decide correct course of action including attention to details, consistency, and consideration of all available facts.

Comments:

9. Flexibility

The ability to consider new ideas and situations with a positive attitude including willingness to try new approaches when feasible.

Comments:

10. Cooperation

The willingness and ability to work effectively with others to achieve common goals including helping fellow employees and keeping supervisors well informed.

Comments:









Form No	5. HRD11	

11. Communications

The ability to communicate with other employees and the public, including accurately interpreting rules, regulations, policies etc.

Comments:

12. Supervising Others

The ability to assign, instruct, and effectively work with supervised employees including being courteous, tactful, and fair. Has a knowledge of the pertinent details of subordinates work.

Comments:

13. Budget Management

The ability to understand, prepare, and manage office or division budget.

Comments:

14. Public Relations

The ability to create a positive image for the College through internal and external activities.

Comments:

15. Goals and Objectives (Area)

The ability to establish annual goals and objectives for area of service and to attain goals and objectives.

Comments:

16. Professional Growth

Participate in classes, seminars, workshops, and organizations to improve management skills and techniques. Keeps abreast of new developments and innovations.

Comments:

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17. Personal Traits

Individual characteristics that contribute to the job including confidence dependability, poise, tactfulness and friendliness.

Comments:

18. Attitude

The interest, enthusiasm, and cooperative spirit shown toward the College and the job.

Comments:

19. Creativity

Demonstrates ingenuity and creativity in carrying out assignments and effective solutions to problems.

Comments:

20. Integrity

Adheres to an acceptable code of moral, artistic, educational and other values.

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Comments:

Identify any unique conditions that existed that influenced the evaluation of this employee A. such as; New Employee, Unusual Assignment, or Assigned Duties outside the Employee's Current Job Description.

Comments:

B. List suggestions for improvement to strengthen this management employee's knowledge, skills, attitude, and job performance.

Comments:

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C. List any special recommendation or commendations that should be part of this evaluation and not included in the above evaluation.

Comments:

D. I recommend this management employee:



be continued in this position. be conditionally continued in this position, subject to additional evaluation.

be discontinued in this position.

E. Advancement from one column to the next column on the Management Salary Schedule shall be dependent upon the recommendation of the manager's immediate supervisor and subject to the approval of the President and action by the District Governing Board.

I recommend this management employee:

be advanced to the next column on the salary schedule. remain at the current level on the salary schedule.

F. SUPERVISOR CERTIFICATION

I certify that the evaluation above is my evaluation of this management employee and that I have discussed this evaluation during a conference with this employee on the following date: / / . Further, that I have received the employee's self-evaluation.

Immediate Supervisor

Date

G. EMPLOYEE CERTIFICATION

I have reviewed and discussed this evaluation with my immediate supervisor. I also am aware that I have the right to respond in writing to this evaluation within ten working days of the receipt of this evaluation and that my response will be placed in my official personnel file as an attachment to this evaluation. I also understand that my signature does not necessarily imply my agreement with the assessments, ratings, or conclusions contained therein.

Employee

Date

H. DEAN/VICE PRESIDENT/PRESIDENT CERTIFICATION

I have reviewed this evaluation and discussed it with the immediate supervisor.

I concur with the ratings and conclusion of the immediate supervisor and will provide comments as to the performance of this management employee. (Optional)

I do not concur with the ratings and conclusions of the immediate supervisor and will provide comments as to the reason for my non-concurrence. (Optional)

Dean/Vice President/President

Date

/ /

Date received by Human Resources Developments Office: ///

Date forwarded to President's Office: