

# Santa Rosa Junior College Classified Personnel Evaluation Report

## *Probationary Evaluation*

Name: \_\_\_\_\_ Classification: \_\_\_\_\_

Department: \_\_\_\_\_ Evaluation Period Covered: From: \_\_\_\_\_ To: \_\_\_\_\_

Employment Date: Present position - \_\_\_\_\_ Date of Last Review: \_\_\_\_\_

Evaluator: \_\_\_\_\_ Reviewer: \_\_\_\_\_

Type of Report:     **Probation:**             3 month                     5 month                     Extended Probation

**Rating Scale for Performance Level**

<b>E. Exemplary:</b>	<i>Significantly exceeds job expectations.</i>
<b>M. Meets:</b>	<i>Meets the requirements of the job.</i>
<b>N. Needs Improvement:</b>	<i>Somewhat below minimum job standards..</i>
<b>U. Unacceptable:</b>	<i>Significantly below required job standards.</i>

**A. PERFORMANCE FACTORS**

**PERFORMANCE LEVEL**

**SUPPORTING OBSERVATIONS**  
(Required for Ratings N & U, refer to Article 4.5.1)

<b>1. JOB KNOWLEDGE –</b> Understanding of all phases of his/her work and related matters. Knowledge applied with respect to total job.	<input type="checkbox"/> E <input type="checkbox"/> M <input type="checkbox"/> N <input type="checkbox"/> U	
<b>2. QUALITY OF WORK –</b> Thoroughness, neatness, accuracy, meeting expectations of new position.	<input type="checkbox"/> E <input type="checkbox"/> M <input type="checkbox"/> N <input type="checkbox"/> U	
<b>3. DEPENDABILITY –</b> Reliability in following through assignments and instructions.	<input type="checkbox"/> E <input type="checkbox"/> M <input type="checkbox"/> N <input type="checkbox"/> U	
<b>4. COOPERATION –</b> Ability and willingness to work with associates supervisors, and others. Effectiveness in working with others.	<input type="checkbox"/> E <input type="checkbox"/> M <input type="checkbox"/> N <input type="checkbox"/> U	
<b>5. PRODUCTIVITY –</b> Demonstrated accomplishments, volume of work. Work output relative to schedules, expectations.	<input type="checkbox"/> E <input type="checkbox"/> M <input type="checkbox"/> N <input type="checkbox"/> U	

**A. PERFORMANCE FACTORS**

**PERFORMANCE LEVEL**

**SUPPORTING OBSERVATIONS**  
(Required for Ratings N & U, refer to Article 4.5.1)

<p>6. <b>JUDGMENT –</b> Adequacy of judgment applied as required by job responsibilities.</p>	<p>[ ] E [ ] M [ ] N [ ] U</p>	
<p>7. <b>INITIATIVE/ABILITY TO LEARN –</b> Self-starting and acting on own. Amount of direction needed. Resourcefulness in work situation.</p>	<p>[ ] E [ ] M [ ] N [ ] U</p>	
<p>8. <b>ATTENDANCE –</b> Punctuality and/or faithfulness incoming to work daily and conforming to work hours.</p>	<p>[ ] E [ ] M [ ] N [ ] U</p>	

**B. RECOMMENDATION**

Continue Probationary Status\*

Permanent Status

Terminate Employment

\* Follow-up evaluation due in \_\_\_\_\_ months. (Refer to SCJCD/SEIU contract, Evaluation Article)

**C. SUPPORTING OBSERVATIONS:**

**D. EMPLOYEE CONFERENCE/SIGNATURE**

In signing the Evaluation Report Form the employee acknowledges having seen and discussed the report. The employee's signature does not necessarily indicate agreement with the conclusions of the evaluator. The employee may submit a response to this report, in writing, to the evaluator with a copy to the Office of Personnel Services within ten (10) working days from the date of this report. That copy will be attached and filed with the Evaluation Report Form (Section 87031, California Education Code).

\_\_\_\_\_  
Signature of Evaluator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title of Evaluator

\_\_\_\_\_  
Signature of Reviewer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title of Reviewer

*Distribution: Personnel, Employee, Evaluator*