

**GAVILAN COMMUNITY COLLEGE DISTRICT  
INSTRUCTIONS FOR PREPARING CLASSIFIED EMPLOYEE EVALUATION FORM**

**Rationale for Evaluation**

Performance evaluations are a critical means of communicating the District's values, standards, job expectations and requirements. They not only appraise the performance of employees, but they also communicate the value and worth of specific conduct and attitudes to the District. Properly utilized, performance evaluations measure employee and supervisory performance, as the document not only records the employee's performance, but also how well the supervisor communicates and otherwise relates to the employee. Regular feedback should be provided to each employee throughout the rating period and

**When We Evaluate**

1. PROBATIONARY EMPLOYEES. Newly-hired Classified employees serve a probationary period of nine months. Evaluations shall at a minimum be completed at the end of the fourth and eighth months of service.
2. PROMOTED EMPLOYEES. Promoted classified employees serve a probationary period of six months. Evaluations shall at a minimum be completed at the end of the second and fifth months of service in the promoted position.
3. PERMANENT CLASSIFIED EMPLOYEES. Permanent Classified employees shall be evaluated annually on or about May 1.
4. SUPPLEMENTAL. Evaluations in addition to those specified above may be conducted by the evaluating supervisor as a means of improving an employee's performance.

**Procedure to Evaluate**

1. The immediate supervisor shall prepare the performance evaluation form by placing a numerical score in each rating category and comments after each rating area. The ratings shall be based on the supervisor's periodic, regular observations of the employee's performance and shall be consistent with the regular, on-going dialogue concerning performance between the employee and supervisor during the rating period. The comments should summarize the oral and written communication with and feedback provided to the employee by the supervisor during the rating period. If any evaluation category is scored at 2.5 or below the supervisor shall prepare a Recommendation for Improvement and Revaluation form for each category. The completed form shall be reviewed and approved by the preparer's supervisor if required by such supervisor.
2. The immediate supervisor shall present the evaluation form to the employee at a pre-scheduled meeting with the employee. Part of the discussion shall include informing the employee of his/her right to submit a written response, which will be attached to and placed with the evaluation in the employee's personnel file. If the evaluation contains a Recommendation for Improvement and Revaluation form the supervisor shall specifically review the recommendations for improvement, provisions for assisting the employee, and the timeline for required improvement and reevaluation. This form may take one or more additional meetings between the supervisor and employee to complete.
3. At the conclusion of the meeting the supervisor and employee shall sign the evaluation. The original form shall be provided to Human Resources. Copies should be provided to the employee and retained by the supervisor.

**Definition of Ratings**

- 1 – Unsatisfactory. Performance is consistently below expectations, and/or employee has failed to make reasonable progress toward agreed upon goals. Significant improvement is needed in most aspects of this category. A Recommendation for Improvement and Revaluation form must be prepared and attached to the evaluation. An Overall Rating of 1.0 to 1.5 is Unsatisfactory.
- 2 – Needs Improvement. Performance does not consistently meet expectations. A Recommendation for Improvement and Revaluation form must be prepared and attached to the evaluation. An Overall Rating of 1.6 to 2.5 is Needs Improvement.
- 3 – Meets Expectations. Work performance consistently fulfills expectations and periodically may exceed them. Work is of high quality in all significant areas of category. An Overall Rating of 2.6 to 3.5 is Meets Expectations.
- 4 – Exceeds Expectations. Work performance consistently exceeds expectations. Employee demonstrates a high level of performance in all areas of responsibility. An Overall Rating of 3.6 to 4.5 is Exceeds Expectations.
- 5 – Outstanding. This rating occurs infrequently and acknowledges one or more of the following achievements: completion of a major goal, work performance that far exceeded expectations this year due to exceptional quality in all essential areas of category, and/or an exceptional or unique contribution in support of unit, department, or District objectives. Although used infrequently, this rating is achievable by any employee. An Overall Rating of 4.6 to 5.0 is Outstanding.

**Gavilan Community College District  
Classified Employee Performance Evaluation Form**

Name: \_\_\_\_\_ Classification: \_\_\_\_\_ Div/Dept: \_\_\_\_\_

1. Quantity of Work	Rating
a. Completes appropriate volume of work	_____
b. Completes work on schedule/meets deadlines	_____
c. Willingly assists others as needed	_____
Sub-total	___ ÷ 3 = ___
<b>Comments:</b>	

**Evaluation Type: (check one)**

Annual

Probationary - \_\_\_\_\_ month

Supplemental

2. Quality of Work	Rating
a. Produces accurate work product	_____
b. Produces complete work product	_____
c. Organizes and prioritizes work appropriately	_____
Sub-total	___ ÷ 3 = ___
<b>Comments:</b>	

Supervisor: \_\_\_\_\_  
 Title: \_\_\_\_\_

\_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

3. Dependability	Rating
a. Observes starting and ending times	_____
b. Meets attendance expectations	_____
c. Notifies supervisor in timely manner of absences	_____
Sub-total	___ ÷ 3 = ___
<b>Comments:</b>	

Date of Evaluation Meeting: \_\_\_\_\_

4. Work Habits	Rating
a. Complies with work instructions/procedures	_____
b. Keeps supervisor informed of status of assigned work	_____
c. Appropriately suggests better procedures or methods to supervisor	_____
d. Keeps work area and tools/equipment clean and organized	_____
Sub-total	___ ÷ 4 = ___
<b>Comments:</b>	

**Rating Scale:**

1 Unsatisfactory

2 Needs Improvement

3 Meets Expectations

4 Exceeds Expectations

5 Outstanding

**Sub-Total and Overall Scores:**

1.0 to 1.5 Unsatisfactory

1.6 to 2.5 Needs Improvement

2.6 to 3.5 Meets Expectations

3.6 to 4.5 Exceeds Expectations

4.5 to 5 Outstanding

5. Job Knowledge	Rating
a. Demonstrates knowledge of applicable job methods and procedures	_____
b. Demonstrates understanding of job responsibilities	_____
c. Demonstrates skills required to perform job	_____
d. Follows applicable safety practices	_____
Sub-total	___ ÷ 4 = ___
<b>Comments:</b>	

6. Adaptability	Rating
a. Considers and adopts new methods and practices	_____
b. Accepts constructive criticism and feedback	_____
c. Accepts responsibility for actions	_____
Sub-total	___ ÷ 3 = ___
<b>Comments:</b>	

By my signature below I acknowledge that I have reviewed this evaluation and discussed it with my supervisor. My signature indicates neither agreement nor disagreement to the statements and ratings made in this evaluation. I understand that I have 10 working days to submit a written response, which will be attached to and placed with this evaluation in my personnel file.

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

7. Personal Relations	Rating
a. Demonstrates tact, respect and discretion in dealing with customers	_____
b. Maintains appropriate personal appearance	_____
c. Works well and cooperates with other employees	_____
Sub-total	___ ÷ 3 = ___
<b>Comments:</b>	

<b>OVERALL EVALUATION</b> – _____	– ___ ÷ 7 = ___
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Note: If the employee is rated below "Meets Expectations" in any category, the supervisor shall prepare a Recommendation for Improvement and Reevaluation form for each rating. Supervisors are encouraged to include an attachment with comments and specific examples of work performance related to each area.