

APPENDIX I
 Supervisor Evaluation
Classified Employee Evaluation Form

Evaluation procedures are outlined in Article VII of the collective bargaining agreement between CSEA and the District.

Please check either: Probationary Evaluation
 4 months 8 months 12 months
or one of the following: Permanent Evaluation
 Re-evaluation (1st 2nd)
 Special Evaluation

Employee Name	Colleague ID#	Department
Evaluation Period (From/To)	Position	

1 = Unsatisfactory (*below minimum standards*) 2 = Needs Improvement 3 = Satisfactory (*average to excellent*)

PERFORMANCE INDICATORS	1	2	3
1. Attendance/Punctuality: Attends work regularly and on time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Interpersonal Behavior: Uses a professional demeanor in the workplace. Works cooperatively and effectively with staff, students, and/or the public, in person and on the telephone.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Teamwork: Works collaboratively with others and contributes to the improvement of work processes and systems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Organization: Organizes, sets priorities, plans work, and utilizes time effectively. Follows through with assigned tasks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Communication: Writes, speaks, and listens with skill required to perform duties effectively and efficiently.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Technology: Effectively operates required tools/equipment of the job.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Flexibility: Accepts new ideas and/or procedures, and takes advantage of additional training/education opportunities, when offered. Performs other job related tasks as assigned willingly, timely, and effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Productivity: Work product/assignment (end result) reflects high quality. Work product is accurate, reliable, presentable, thorough, and reflects job knowledge.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Decision-Making: Makes timely and reasonable decisions within scope of assigned responsibility, and takes necessary and appropriate action, even in stressful situations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Safety: Complies with established safety policies and practices.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Adherence: Follows the supervisor's directives/instructions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PERFORMANCE NARRATIVE

Areas of strength in job performance during the past evaluation period.	
Areas requiring improvement.	
Additional Comments.	

EVALUATION TYPE, check one: PROBATIONARY PERMANENT RE-EVALUATION SPECIAL
(1st 2nd)

OVERALL EVALUATION, check one: UNSATISFACTORY NEEDS IMPROVEMENT SATISFACTORY

Note to Supervisor: If the overall evaluation is marked "Needs Improvement" or "Unsatisfactory", then an Improvement Plan must be attached.

Employee Signature

Date

Supervisor Signature

Date

This evaluation was completed, check one: On Time Late

If late, please provide an explanation below.

Supervisor Signature

Date

A copy of the evaluation will be placed in the employee's personnel file. The employee shall have a right to have attached written comments rebutting any comments made in the evaluation. In order for the employee's written rebuttal comments to be attached, such comments must be received by Human Resources within twenty (20) working days of receipt of the evaluation.