

Classified Evaluation Short Form

NAME: _____ DATE: _____
TITLE: _____ DEPARTMENT: _____

-- To be Completed by SUPERVISOR --

INSTRUCTIONS: To be prepared separately by supervisor before meeting with employee. To be attached to completed employee evaluation and submitted to the Human Resources Department. Complete all sections.

- 1) Identify the significant accomplishments employee has achieved since previous evaluation:

- 2) Employee's progress on goals and/or objectives from previous evaluation. Were goals/objectives for employee achieved since previous evaluation period?
Yes [] No [] If no, answer 2a and 2b below.
 - a. What action has been taken by supervisor to assist in the achievement of those goals and/or objectives?

 - b. What action has been taken by employee to assist in the achievement of those goals and/or objectives?

- 3) Identify areas for continued growth and/or a goal or objective in the next evaluation cycle.

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EVALUATOR'S RECOMMENDATION

- Step increase
- No step increase available

EMPLOYEE CONFERENCE/SIGNATURE:

In signing the Classified Evaluation Short 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 Human Resources 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 Supervising Administrator	_____ Date	_____ Signature of Employee	_____ Date
_____ Title of Supervising Administrator			
_____ Signature of Reviewer	_____ Date		
_____ Title of Reviewer			

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