APPENDIX C.1

Santa Rosa Junior College Classified Personnel Evaluation Report

Probationary Evaluation

ne:						Classificat	ion:	-		
Present nployment Date: position -					Evaluation Period Covered:		From: To:		То:	
						Date of Last Review:				
luato	or:			Reviewer:						
	Type of Report:	Probation	on:	[]3 mc	onth		[] 5 mont	h 	[]Exter	nded Probation
	Rating Scale for Performance Level			E. Exemplary: M. Meets: N. Needs Impro U. Unacceptable		Meets the rovement: Somewhat		ly exceeds job expectations. requirements of the job. below minimum job standards ly below required job standards.		
Α.	PERFORMANCE FACTORS		PERFORMANCE LEVEL			SUPPORTING OBSERVATIONS (Required for Ratings N & U, refer to Article 4.5.1)				
1.	JOB KNOWLEDGE — Understanding of all ph of his/her work and rela matters. Knowledge a with respect to total job	ated pplied	[]E []M []N []U							
2.	QUALITY OF WORK - Thoroughness, neatne accuracy, meeting expectations of new po	ss,	[]E []M []N []U							
3.	DEPENDABILITY – Reliability in following to assignments and instru	uctions.	[]E []M []N []U							
4.	COOPERATION – Abi willingness to work with associates supervisors others. Effectiveness i working with others.	n s, and	[]E []M []N []U							
5.	PRODUCTIVITY – Demonstrated accomplishments, volume of Work output relative to schedules, expectation		[]E []M []N []U							

A. Performance Factors	Performance Level	Supporting Observations (Required for Ratings N & U, refer to Article 4.5.1)								
JUDGMENT — Adequacy of judgment applied as required by job responsibilities	□E □M □N □U									
2. INITIATIVE/ABILITY TO LEARN — Self- starting and acting on own. Amount of direction needed. Resourcefulness in work situation	□E □M □N □U									
3. ATTENDANCE — Punctuality and/or faithfulness in coming to work daily and conforming to work hours	□E □M □N □U									
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 Human Resources office 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 Supervisor	Date	Signature of Employee Date								
Title of Supervisor										
0: (5)										
Signature of Reviewer	Date									
Title of Reviewer										
Distribution: Human Resources, Employee, Evaluator										