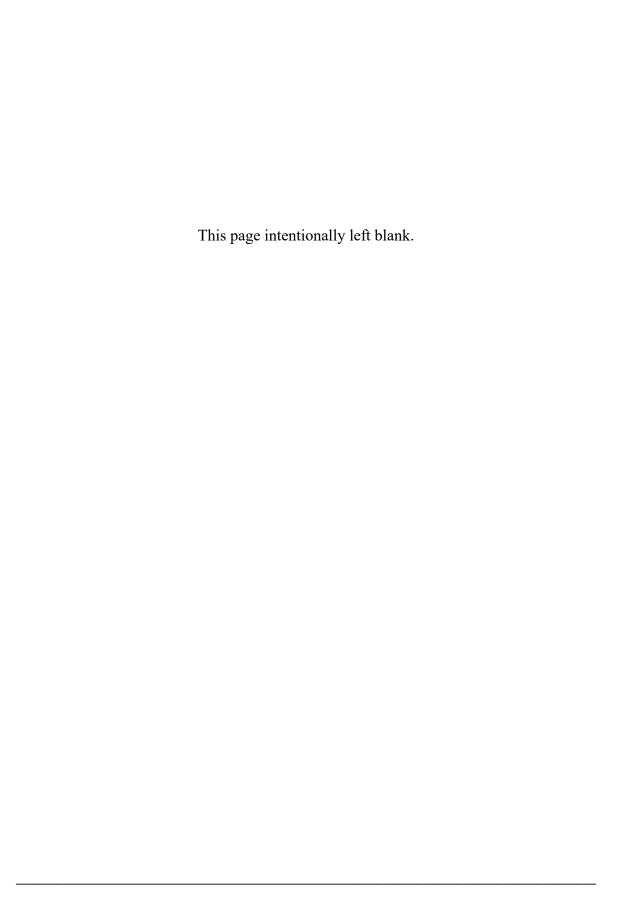
Santa Rosa Junior College Classified Professional Evaluation Report

Probationary Evaluation

Name:		Classification:	e	
Department:		Evaluation Period Covered:	From:	То:
Employment Date:		Date of Last Review:		
Evaluator:		Reviewer:	-	
		mplary: Signets: Meets: Meets Sonacceptable: Signets	nificantly exceeds jo ets the requirements newhat below minin nificantly below requ	s of the job num job standards nired job standards
A. Performance Factors	Performance Level		pporting Observat tatings N & U, refe	
JOB KNOWLEDGE — Understanding of all phases of his/her work and related matters. Knowledge applied with respect to total job.	E M Z U		•	
QUALITY OF WORK – Thoroughness, neatness, accuracy, meeting expectations of new position.	E M N			
DEPENDABILITY — Reliability in following through assignments and instructions.				
4. COOPERATION — Ability and willingness to work with associates, supervisors, and others. Effectiveness in working with others.	□ E N □ N □ U			
5. PRODUCTIVITY – Demonstrated accomplishments, volume of work. Work output relative to schedules, expectations	□ E M N □ U			

A. Performance Factors	Performance Level	Supporting Observations (Required for Ratings N & U, refer to Article 4.5.1)				
6. JUDGMENT — Adequacy of judgment applied as required by job responsibilities	□E □M □N □U	(,				
7. INITIATIVE/ABILITY TO LEARN — Self- starting and acting on own. Amount of direction needed. Resourcefulness in work situation	E N Z					
8. ATTENDANCE — Punctuality and/or faithfulness in coming to work daily and conforming to work hours	E M Z U					
9. IDEAA — Demonstrates knowledge and practice of IDEAA principles in dayto-day work duties. Work with colleagues, students, and college community of diverse backgrounds to be inclusive, anti-racist, equitable, and to the extent possible to provide accessible methodology to students and colleagues of diverse backgrounds.	□E □M □N □U					
B. RECOMMENDATION Continue Probationary Status * Permanent Status Terminate Employment *Follow-up evaluation due in months. (Refer to SEIU Contract, Article 4 Evaluation and Personnel Files)						
C. SUPPORTING OBSER	VATIONS:					

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 Supervising Administrator	Date	Signature of Employee	Date			
Title of Supervising Administrator		-				
Signature of Reviewer	Date	-				
Title of Reviewer		-				
Distribution: Human Resources, Employee, Evaluator						



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