

Los Rios Community College District

Note: Due to COVID-19 pandemic, for annual and bi-annual evaluations, the period between 4/1/2020 through 8/31/2021 will not be evaluated.

Report of Job Performance-Supervisors

Probationary: First Second Final
 Conditional: First Second Final
 Permanent: Annual Bi-Annual Special

(Last Name) _____ (First Name) _____ (M.I.) _____

(Title) _____ (Employee ID Number) _____

(College) _____ (Supervisor) _____

Inclusive Date: _____ To _____

SEE SECOND PAGE FOR INSTRUCTIONS

Rating: Unacceptable (1) Needs Improvement (2) Satisfactory (3) Very Good (4) Excellent (5)

	1	2	3	4	5
I. Performance of Job Duties: Job knowledge; ability to achieve unit workloads; assignments; administration of rules and regulations. (Attach a copy of brief narrative of job objectives.) (Also a Supervisor's Self Evaluation/Staff Feedback Survey should be attached if requested by primary evaluator.) <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
II. Leadership: Planning, organizing; judgment; decision making; achieving goals and mission of department. <i>Comments:</i>					
III. Human Relations: Support and development of subordinates; fairness, impartiality; disciplinary control; evaluating performance. <i>Comments:</i>					
IV. Communication: Motivating; training/instructing; listening; resolving conflicts; providing feedback. <i>Comments:</i>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
V. Personal Qualities: Effectiveness under pressure; initiative; adaptability to new and unforeseen situations. <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
VI. Other: Professional Development and/or Professional Growth, etc. <i>Comments:</i>					
VII. Overall Rating. <i>Comments:</i>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please Note: 1.) If "Needs Improvement" or "Unacceptable" is checked, please attach documentation. 2.) If overall rating is "Needs Improvement" or one factor is "Unacceptable," it shall require documentation of performance assessments as well as meeting with the employee to develop a plan for improvement. 3.) If "Very Good" or "Excellent" is checked, please comment on why you have given this rating. 4.) The employee may have at least 24 hours to review this Report of Performance.

* Following the satisfactory completion of the initial one-year probationary period, performance reviews will be conducted every two years prior to the employee's anniversary date.

I recommend that this employee be granted permanent status. (To be checked only on final report.)

Signed (Rater): _____ Title: _____ Date: _____

Signed (Reviewing Officer): _____ Date: _____
 (The Reviewing Officer MUST review and sign prior the primary evaluator discussing the evaluation with the employee.)

I have seen this report and agree with the conclusion of the rater. I would like to discuss this report with the administrative officer.
 In signing this report, I do not necessarily agree with the conclusion of the rater. Employee refused to sign. Rater: _____

SIGNED (Employee): _____ Date: _____

I concur with ratings given by the rater. I do not concur with the ratings given by the rater. New report to be prepared.

Administrative Officer discussed report with employee on _____ SIGNED (Administrative Officer): _____
 (Must be different from Reviewing Officer) (Date)

- A. The evaluation system is based on the principle that an employee should be kept informed of progress in meeting the standards of the position. An initial probationary period of one year is required for all newly hired employees before permanent status is attained. Reports must be prepared near the end of each one-third portion of this period. Additional reports may be prepared at any time during the probationary period. Once an employee has completed the initial probationary period, performance reports are conducted during conditional (probationary) periods immediately following a promotion or lateral transfer.
- B. The purpose of the performance evaluation is to reflect the unit member's proficiency in the job; promote self-improvement; develop leadership; assist employees to meet full potential; identify the areas in which the individual is performing satisfactorily, as well as areas where improvement is desired; establish goals and objectives of department for ensuing year, determine how well the pre-established goals and objectives were met; and meet legal requirements.
- C. The qualifications of each employee, as demonstrated by his/her work performance, are rated on the factors listed. Any important qualified factors not listed in items I through VI are described by the evaluator and rated under item VII. To indicate the rating on any factor, a (x) mark is placed in the appropriate rating column.
- D. Any ratings below "Satisfactory" or above "Very Good" must be supported by examples of why the rater believes the performance to be substandard or outstanding. Comments will also include suggestions as to how performance can be improved, suggestions regarding desirable training, or recommendations for meeting individual and/or department goals, when applicable.
- E. During the probationary period when the necessary skills or knowledge to become competent have to be acquired on the job, a rating of "Needs Improvement" on the first and second report does not definitely indicate progress is not satisfactory, unless a statement as to unsatisfactory progress is made in the "Comments" section. On the final report any rating of "Needs Improvement" indicates progress has not been satisfactory. Any rating of "Unacceptable" or an over-all rating of "Needs Improvement" on any report of performance indicates progress has been unacceptable.
- F. The primary evaluator will discuss the report with the reviewing office **before** presenting it to the employee. If the primary evaluator and reviewing officer do not reach agreement on the report, it will be referred to the college president or appropriate assistance chancellor. Any changes made to this report after it has been signed by the employee will not be valid unless such changes are reported to the employee and recorded on his/her copy.
- G. In signing this report, the employee merely acknowledges that he/she has seen it. His/her signature does not indicate agreement. Any employee who wishes to attach a written statement concerning any part of the report may do so by following the steps outlined below under "Employee Response."
- H. When a probationary employee or permanent employee has failed to demonstrate fitness for a position, the Administrative Officer/designee will recommend further action. The Personnel Manager will review the case and based on the Administrative Officer/designee's recommendation determine appropriate action.

DEFINITIONS OF RATING

EXCELLENT – A check in this column indicates that the employee's work consistently and significantly exceeds the standard for this position.

VERY GOOD – A check in this column indicates that the employee's work is definitely and consistently satisfactory.

SATISFACTORY – A check in this column indicates that the employee's work meets the standard for this position.

NEEDS TO IMPROVE – A check in this column reflects that performance on the job is somewhat inadequate to reach the standard required of a competent permanent employee by the end of the probationary period of that performance has deteriorated for a permanent employee; greater effort or training is needed. (Any overall rating of "needs improvement" must be substantiated by the evaluator's written statement of specific reasons for such rating as well as suggestions for improvement.)

UNACCEPTABLE – A check in this column reflects that performance on the job is very inadequate, special training, reassignment, or separation may be advisable. (Any factor or overall rating of unacceptable must be substantiated by the evaluator's statement of specific reasons for each such rating as well as suggestions for improvement.)

THESE DEFINITIONS MUST BE USED IN MARKING THE PERFORMANCE FACTORS AND ARRIVING AT THE OVERALL RATING. PLEASE REFER TO LOS COMMUNITY COLLEGE DISTRICT GUIDE TO CONDUCTING A PERFORMANCE EVALUATION AND THE LRSA CONTRACT FOR ASSISTANCE.

Other Definitions – Administrative officer refers to the appropriate Reviewing officer refers to the rater's immediate supervisor.

If the employee believes the rating is improper, he/she should discuss it with the primary evaluator. If still not satisfied, the employee may appeal the evaluation in writing to the VPA/Site Administrator within 15 days of the date of the review. Such response will be attached to the evaluation in the employee's personnel file. In preparing a written response, the employee should adhere to the following guidelines.

1. Identify the report by stating the date of the report, the name of the primary evaluator, and the date the report was received.
2. Specify the ratings or comments which he/she believes are incorrect.
3. State ratings or comments which he/she believes should be made on the report.
4. Give facts substantiating each change requested or extenuating circumstances.
5. Keep a copy of his/her written request and send the original to Human Resources.

RC: VV

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