



MPC

Monterey Peninsula Community College District
Confidential Employee Performance Evaluation

Employee Name (First, MI, Last): Classification/Title:
Department: Supervisor Name:
Please Check Type of Report Evaluation Period:
Probationary: [] 3-mo [] 5-mo
Annual [] Special []
From _____ to _____

Evaluation Purpose:

Employees are the District's most valuable resource. Performance evaluations encourage excellence by providing a written assessment of work performance. The performance evaluation system is designed to communicate performance standards for the position and encourage growth and improvement. An employee's successes and challenges all need to be thoughtfully documented in the performance evaluation.

General Directions:

- 1. As you evaluate the employee's performance in their assignment, base your review on the entire evaluation period, including discussions regarding highlights and areas for improvement. There should be no surprises in a performance review, particularly in areas needing improvement. The job description is the basis for performance standards.
2. Supervisors MUST document success and the areas wherein the rated employee is meeting and exceeding standards in order to provide positive reinforcement and affirmation.
3. If the performance in any area does not Meet Expectations, it must be substantiated in the Performance Narrative section.
4. In addition to any narrative supporting a Needs Improvement or Unsatisfactory rating, the supervisor must develop a Performance Improvement Plan (PIP) and include it as an addition to the evaluation.
5. Supervisor and employee must sign and date the evaluation form. The employee's signature is acknowledgement of the evaluation meeting and does not indicate agreement.

Performance Ratings:

- Meets or Exceeds Expectations: Use this rating when the employee either meets or exceeds expectations in the category. If you, the supervisor, feel the rated employee exceeded expectations, then you need to state "Exceeds Expectations" in the narrative along with an explanation/description of why they exceeded expectations in that category.
Needs Improvement: Use this rating when the employee almost meets expectations in the category, but needs additional improvement to perform up to standard.
Unsatisfactory: Use this rating when performance in the category consistently does not meet standards.

Performance Categories

Provide details on reasons the employee met expectations, exceeded expectations, needs improvement, or was unsatisfactory in their performance. In addition to general statements about overall performance, any discussion about areas where performance needs improvement should reflect specific dates, specific actions, specific incidents that support the evaluation rating. Please attach a separate sheet(s) of paper if additional space is needed.

Quality of Work

(Thoroughness and accuracy of work)

- Meets or Exceeds Expectations
- Needs Improvement
- Unsatisfactory

Quantity of Work

(Acceptable volume of work; use of resources to complete tasks)

- Meets or Exceeds Expectations
- Needs Improvement
- Unsatisfactory

Knowledge of Work

(Demonstrated knowledge and understanding of all phases of the job and closely-related matters.)

- Meets or Exceeds Expectations
- Needs Improvement
- Unsatisfactory

Cooperation and Professionalism

(Demonstrated ability to work with and assist others; demonstrates professional work behaviors)

- Meets or Exceeds Expectations
- Needs Improvement
- Unsatisfactory

Performance Categories

Provide details on reasons the employee met expectations, exceeded expectations, needs improvement, or was unsatisfactory in their performance. In addition to general statements about overall performance, any discussion about areas where performance needs improvement should reflect specific dates, specific actions, specific incidents that support the evaluation rating. Please attach a separate sheet(s) of paper if additional space is needed.

Dependability

(Reliability in completing assignments and following instructions)

- Meets or Exceeds Expectations
- Needs Improvement
- Unsatisfactory

Organization of Work and Time Management

(Demonstrated ability to efficiently prioritize, organize, and schedule daily work; makes adjustments to changing circumstances)

- Meets or Exceeds Expectations
- Needs Improvement
- Unsatisfactory

Initiative

(Demonstrated ability to originate or develop ideas for improving efficiency/productivity; seeks challenges)

- Meets or Exceeds Expectations
- Needs Improvement
- Unsatisfactory

Compliance

(Observes District's rules, policies and procedures; complies with safety policies and practices)

- Meets or Exceeds Expectations
- Needs Improvement
- Unsatisfactory

Attendance and Punctuality

- Meets or Exceeds Expectations
- Needs Improvement
- Unsatisfactory

Professional Development and Noteworthy Accomplishments During the Evaluation Period:

Performance Goals (Evaluation Period)

Provide an update on any goals established in the previous evaluation. This section is not applicable for the first evaluation between the evaluated employee and the supervisor.

Goals	Status
Short-Term	
Long-Term	

Performance Goals (Upcoming Evaluation Period)

Performance goals should be determined by discussion between the evaluated employee and the supervisor. This section may be used to capture short- and long-term goals.

Goals
Short-Term
Long-Term

Overall Assessment of Performance

- Meets or Exceeds Expectations
- Needs Improvement
- Unsatisfactory Performance

This evaluation represents my best judgment of this employee's performance. I have discussed this evaluation with the rated employee on the date indicated.

Rater/Supervisor Signature

Date

I have received and read a copy of this Performance Evaluation Report. In signing this report, I acknowledge that I have read it and understand the contents. My signature does not necessarily indicate agreement. I understand that I have the right to submit a written response to this evaluation within ten (10) business days. My response will be attached to the evaluation and become a part of the record.

Rated Employee Signature

Date

Received:

Human Resources/CHRO Signature

Date