



**Yuba Community College District
Management Performance Evaluation
Cover Sheet**

Manager Name _____ Supervisor _____

Evaluation Period From _____ To _____

College/Location ___ YC ___ WCC ___ CLC ___ SCC ___ CCOF

Rating Key: 1—Unacceptable 2—Marginal 3—Satisfactory 4—Very Good 5—Excellent	1	2	3	4	5
I. Performance of Job Duties (See Attached Form for Annual Job Objectives and Self-Evaluation) Comments:					
II. Leadership Comments:					
III. Human Relations Comments:					
IV. Communication Comments:					
V. Personal Qualities Comments:					



VI. Professional Growth Opportunities (See Attached Form) Comments:					
VII. Overall Rating Comments:					

Note: The overall rating is not necessarily an average or composite of the five subsections. The comments should include commendations and recommendations with specific suggestions. Attach extra pages as needed.

I have seen this report and agree with the conclusions of the primary evaluator.

I do not agree with the conclusions of the primary evaluator (manager may attach a statement to the evaluation form).

 Manager's Signature

 Date

 Supervisor's (Primary Evaluator) Signature

 Date

 College President's Signature

 Date

 Chancellor's (or Designee) Signature

 Date



Management Performance Evaluation

Manager _____ Primary Evaluator _____

Position _____ Inclusive Dates From _____ To _____

Probationary ___First ___Second ___Final Permanent _____

College/Location ___ YC ___ WCC ___ CLC ___ SCC ___ CCOF

Rating Key: 1—Unacceptable 2—Marginal 3—Satisfactory 4—Very Good 5—Excellent	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.) Comments:					
II. Leadership: Planning, organizing; judgment; decision making; achieving goals and mission of department. Comments:					
III. Human Relations: Support and development of subordinates; fairness, impartiality; disciplinary control; evaluating performance. Comments:					
IV. Communication: Motivating; training/instructing; listening; resolving conflicts; providing feedback. Comments:					



<p>V. Personal Qualities: Effectiveness under pressure; initiative; adaptability to new and unforeseen situations. Comments:</p>					
<p>VI. Professional Development and/or Growth Opportunities: Comments:</p>					
<p>VII. Overall Rating Comments:</p>					

Note: If "Marginal" or "Unacceptable" is checked, please attach documentation. If overall rating is "Marginal" or one factor is "Unacceptable", it shall require documentation of performance assessments as well as meeting with the employee to develop a Work Improvement Plan.



ACKNOWLEDGEMENTS:

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

SIGNED (Rater): _____ Title _____ Date _____

Employee Acknowledgment

____ I have seen this report and agree with the conclusion of the rater.

____ In signing this report, I do not necessarily agree with the conclusion of the rater.

____ Employee refused to sign. Rater: _____

SIGNED (Employee) _____ Date _____

Reviewing Administrator Acknowledgment

____ I concur with ratings given by the rater.

____ I do not concur with the ratings given by the rater.

____ New report to be prepared.

Comments:

SIGNED (Reviewing Administrator) _____ Date _____

(Reviewing Administrator MUST review and sign prior to the primary evaluator discussing the evaluation with the employee)

7/2013



Instructions and Guidelines

- 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.
- 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 and growth are 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 "Marginal" 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 "Marginal" indicates progress has not been satisfactory. Any rating of "Unacceptable" or an over-all rating of "Marginal" 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 administrator do not reach agreement on the report, then the parties will meet and confer with one another until consensus has been reached.. 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. 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.

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.

MARGINAL-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 "marginal" 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.

