

**PALOMAR COLLEGE**  
**Administrative/CAST Employee Evaluation Form**

The primary purposes of performance evaluations are employee development, improved communication, and a mutual understanding of performance requirements. It is important that both Employee and Supervisor/Evaluator discuss the ratings and have a shared understanding of the standards and expectations of the position description.

**Component A – Review of Personal Goals & Objectives for the Evaluation Period.**

Before the evaluation is conducted, the employee should be asked to submit a summary of progress toward personal goals and objectives for the evaluation period. These should be carried over from the previous evaluation period (if applicable). Both the Employee and Supervisor/Evaluator should sign Component A after the Supervisor/Evaluator submits comments in response to the Goals and Objectives and indicates agreement or non-agreement with the employee's review of personal goals.

**Component B – Performance**

The Supervisor/Evaluator should check the appropriate evaluation rating for each of the twelve performance categories. If any do not apply to the employee's responsibilities, indicate N/A. Specific comments and examples are required for factors rated Below Satisfactory or Weak.

**Component C – Review Process**

The evaluation should be signed and dated by the Employee, the Evaluator and the next level of Administration. Comments from the next level Administrator may be included in this section.

**Component D – Goals and Objectives for the Next Review Period**

Mutually-agreed upon goals and objectives for the next review year should be included in Component D and signed by both parties.

**All completed evaluation forms should be returned to Human Resource Services in a Confidential Envelope after all of the above items have been completed.**