

Palomar College Performance Evaluation

The primary purposes of performance evaluation are employee development and improved communication between supervisor and employee regarding the level of performance associated with the employee's job duties and responsibilities and a mutual understanding of performance requirements. It is important that the supervisor make constructive comments aimed at helping the employee and that both employee and supervisor discuss the rating and have a shared understanding of the standards and expectations of the supervisor and the objectives and needs of the employee. In order to succeed, the performance review must include a full discussion of all items on the performance evaluation form.

Instructions

PART A: Major Job Duties/Goals

Identify the major job responsibilities related to specific goals set for the position for this appraisal period and evaluate the level of performance in each area. Supervisor and employee initial each item.

PART B: Performance Criteria

Check the appropriate evaluation rating for each performance category. Ratings should be based on the performance level of the job duties and responsibilities and work assignments identified in Part A.

PART C: Overall Rating

Indicate the overall rating for this evaluation period. The overall rating must be consistent with the Performance Criteria factors and comments and may also reflect performance in completion of goals and objectives. There is no prescribed formula for computing the overall rating and it need not be an average of the performance factors.

PART D: Comments and Signatures

1. **Supervisor Comments:** Provide additional comments or documentation on the employee's performance over the course of the rating period. This information should support and/or clarify the overall appraisal. Indicate training that would help the employee perform more effectively.

2. **Employee Comments:** Provide response to the rating and the interview. Note any training that would help to attain the desired performance level or provide opportunity for individual growth and development.

3. **Reviewer Signature:** The Reviewer Signature should be obtained from the Supervisor's Manager/ Administrator before the evaluation is shared with the employee. The signature indicates review and approval of the performance evaluation.

Performance Evaluation Ratings

It is critical that both supervisor and employee understand the significance of each rating and that there is a clear understanding of the performance required to achieve each rating. Supervisors and employees should discuss standards of performance in each category so that performance can be measured against expectations.

Exceptional: Performance is outstanding. Employee makes unique and significant contributions to the department/office through superior performance. Employee uses initiative and creativity to perform beyond standard work requirements.

More than Satisfactory: Performance is above average. Employee consistently exceeds minimum requirements and often demonstrates exceptional performance.

Satisfactory: Performance is effective. Employee clearly and consistently meets standards and satisfactorily completes assignments in a timely manner.

Needs Improvement: Performance is marginal. Employee sometimes fails to perform job duties and responsibilities and does not meet performance expectations.

Unsatisfactory: Performance is unacceptable in critical areas. Employee often does not meet job requirements and performance seriously impacts department's effectiveness.

NOTE:

All ratings of **Needs Improvement** must be accompanied by specific suggestions for improvement.

A rating of **Unsatisfactory** in three or more areas requires an additional review in a maximum of 60 days.

An **Overall Rating** of **Needs Improvement** or **Unsatisfactory** must be accompanied by a Plan for Improvement. For a Probationary employee, the follow-up review may be conducted as early as 30 days after the initial review.