

Palomar College Classified Employee  
Performance Evaluation

Employee: \_\_\_\_\_ Position Title: \_\_\_\_\_

Department: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Length of time supervised by evaluator: \_\_\_\_\_

Probationary: 1st  2nd  Annual:  Other

Appraisal Period: From: \_\_\_\_\_ To: \_\_\_\_\_

**Part A - Major Job Duties/Goals**

List major job duties and responsibilities	Employee Initial	Supervisor Initial	Comment on the progress and performance level of each item

**\*\*Please attach additional duties if necessary**

## Part B - Performance Criteria

Rate the performance in each of the following work characteristics using the quality ratings described on page 1. Ratings of Exceptional, Needs Improvement, and Unsatisfactory must be accompanied by detailed comments or examples of work to support the ratings. See page 1 for definitions of ratings.

1. **Quality of work:** For example, does it fulfill requirements and is it acceptable to those it serves? Is it accurate and thorough?
- Exceptional       More than Satisfactory       Satisfactory       Needs Improvement       Unsatisfactory

Explain your rating:

2. **Quantity of work:** For example, can the person work on more than one task concurrently, and is the work completed within reasonable time?

Exceptional       More than Satisfactory       Satisfactory       Needs Improvement       Unsatisfactory

Explain your rating:

3. **Overall job knowledge:** For example, to what extent does this person display a complete mastery of all phases of the job? How quickly, completely are new tasks mastered?

Exceptional       More than Satisfactory       Satisfactory       Needs Improvement       Unsatisfactory

Explain your rating:

4. **Initiative:** For example is the person a self-starter or must he/she be prodded into action? Does the employee offer practical constructive criticism and suggestions?

Exceptional       More than Satisfactory       Satisfactory       Needs Improvement       Unsatisfactory

Explain your rating:

5. **Reliability:** Can the person generally be depended upon in day-to-day activities, in emergency situations, and in matters of a highly important or confidential nature?

Exceptional       More than Satisfactory       Satisfactory       Needs Improvement       Unsatisfactory

Explain your rating:

6. **Cooperation and enthusiasm.** For example, is the employee eager to accomplish tasks and does this person contribute to the climate of cooperation and team work?

Exceptional

More than Satisfactory

Satisfactory

Needs Improvement

Unsatisfactory

Explain your rating:

7. **Flexibility.** For example, how successfully can the person alter activities to meet the demands of new situations? Is there appropriate follow-through?

Exceptional

More than Satisfactory

Satisfactory

Needs Improvement

Unsatisfactory

Explain your rating:

8. **Supervision.** If applicable, does the employee effectively direct the work of short-term, students, and/or other temporary assistants?

Exceptional

More than Satisfactory

Satisfactory

Needs Improvement

Unsatisfactory

Explain your rating:

## Part C - Overall Rating

Exceptional  More than Satisfactory  Satisfactory  Needs Improvement  Unsatisfactory

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## Part - D Comments and Signatures

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Supervisor Comments/Recommendations:

Goals:

Training Recommended:

Improvement plan for performance elements rated less than satisfactory:

My signature indicates that I have discussed this performance evaluation with the employee. We have established goals and objectives for the next appraisal period and a plan for improvement with an additional evaluation if applicable.

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Supervisor Signature

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Date

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Employee Comments:

My signature acknowledges that I have received a copy of this evaluation. I have read and discussed this evaluation with my supervisor, and we have established goals, objectives, a plan for improvement, and an additional evaluation if applicable. My signature does not signify agreement with content of evaluation. I know that this evaluation will become part of my personnel file and that I have the right to submit comments within ten (10) business days that will also be added to my file. All evaluation documents, including but not limited to my comments are considered confidential.

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Employee Signature

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Date

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Reviewed by:

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Reviewer Signature

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Date

**GIVE EMPLOYEE A COPY OF EVALUATION FORM BEFORE RETURNING  
THIS EVALUATION FORM TO HUMAN RESOURCE SERVICES**

Original - Human Resource Services  
Copy - Employee  
District/CCE Ratified 10/2013