**Contra Costa Community College District**  
**EMPLOYEE EVALUATION FORM**  
**Local 1 Unit Members**

<table>
<thead>
<tr>
<th>Date Sent:</th>
<th>Date Due to Human Resources (10 days):</th>
<th>Evaluation Due Date:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Employee Name:</th>
<th>Classification:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Department:</th>
<th>Location:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Evaluation Period (From/To Dates):</th>
<th>Anniversary Date:</th>
</tr>
</thead>
</table>

**Evaluation Period (Check one)**

- Probationary (New Hire):
  - End of 3rd Month
  - End of 6th Month
  - End of 9th Month
  - End of 11th Month – FINAL

- Promotional Probationary:
  - End of 2nd month
  - End of 4th month
  - End of 5th month – FINAL

- Other:
  - Annual
  - Special
  - Extended Promotional (8th-10th week)

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**MARK AN X IN THE APPROPRIATE BOX BELOW. IF UNSATISFACTORY OR NEEDS IMPROVEMENT IS MARKED, STATEMENT(S) OF EXPLANATION MUST BE MADE IN THE REMARKS SECTION BELOW. (USE ADDITIONAL SHEETS IF NEEDED)**

1. **Knowledge of work:** Knowledge & understanding of all phases of this job and closely-related matters.

   - **Unsatisfactory:** Needs frequent instructions, even on routine jobs.
   - **Needs Improvement:** Has a good working knowledge of job.
   - **Meets Expectations:** Outstanding

   Remarks:

2. **Initiative and application:** Resourcefulness, independent thinking, attention, and application to his/her work.

   - **Unsatisfactory:** Wastes time. Needs close supervision.
   - **Needs Improvement:** Steady and willing worker. Requires little direction
   - **Meets Expectations:** Industrious. Highly resourceful and self-reliant.

   Remarks:

3. **Quality of work:** The accuracy and thoroughness with which work meets recognized standards of performance.

   - **Unsatisfactory:** Below Standard. Errors repeated.
   - **Needs Improvement:** Meets accepted standards regularly.
   - **Meets Expectations:** Maintains high quality.

   Remarks:

4. **Quantity of work:** Volume of work based upon recognized standards of performance.

   - **Unsatisfactory:** Consistently low and behind schedule.
   - **Needs Improvement:** Steady producer. Meets recognized standards.
   - **Meets Expectations:** High output.

   Remarks:

5. **Relations with other workers:** Disposition, tact, courtesy, enthusiasm and sincerity as they affect fellow workers and others.

   - **Unsatisfactory:** Hinders other employee’s work.
   - **Needs Improvement:** Makes a satisfactory impression.
   - **Meets Expectations:** Creates very favorable impression.

   Remarks:

6. **Dependability:** Compliance with instructions and regulations; reliability under varying conditions.

   - **Unsatisfactory:** Frequently undependable.
   - **Needs Improvement:** Dependable under normal circumstances.
   - **Meets Expectations:** Thoroughly reliable on assignments.

   Remarks:
### EMPLOYEE EVALUATION FORM – page 2

**Unit Members – 12 month schedule**

**DATE DUE:**

**NAME:**

<table>
<thead>
<tr>
<th>7. Attendance and Punctuality: Promptness/regularity in reporting for work.</th>
<th>Un satisfactory</th>
<th>Needs Improvement</th>
<th>Meets Expectations</th>
<th>Exceeds Expectations</th>
<th>Outstanding</th>
</tr>
</thead>
<tbody>
<tr>
<td>High absenteeism. Often late for work.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Rarely late/absent from work.</td>
</tr>
</tbody>
</table>

Remarks:

<table>
<thead>
<tr>
<th>8. Leadership: Ability to lead and train others and to get results through teamwork.</th>
<th>Un satisfactory</th>
<th>Needs Improvement</th>
<th>Meets Expectations</th>
<th>Exceeds Expectations</th>
<th>Outstanding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unable to get satisfactory output from subordinates.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Outstanding leader. Maintains high morale and output.</td>
</tr>
</tbody>
</table>

Remarks:

1. **Overall Evaluation:**
   - Un satisfactory
   - Needs Improvement
   - Meets Expectations
   - Exceeds Expectations
   - Outstanding

2. **Signature of Supervisor preparing evaluation:**

3. **Signature of Supervisor’s Manager:**
   (Signature required prior to evaluation being reviewed by the employee.)

4. **Reviewed with employee on** Date of review by Reviewer’s name, and discussed specific suggestions for his/her development or improvement as noted below:

5. **Employee Certification:** I have reviewed this report. In signing it, I do not necessarily agree with the evaluation. I understand that I have the right to add any comments in the space below (use additional sheets if needed).

   __________________________________________

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If an extended promotional probationary period is recommended, I agree to the extension. **Y or N (circle one)**

(EMPLOYEE HAS ONE WEEK FROM THE DATE OF THE EVALUATION MEETING TO RESPOND.)

**Signature of Employee:** ____________________________  **Date:** ____________________________
FOR PROBATIONARY (NEW HIRE) EMPLOYEES ONLY

6. **Recommendation in view of this appraisal.** The following to be filled out only when preparing the FINAL (11th month) evaluation for a probationary employee.

CHECK ONE:

- [ ] I recommend that this employee be placed on permanent status.
- [ ] I recommend that this employee be terminated during their probationary period effective [ ]

Comments, if any:

________________________

Signature of Supervisor preparing evaluation:

________________________

Signature of Supervisor’s Manager:

(Signature required prior to evaluation being reviewed by the employee.)

FOR PROMOTIONAL PROBATIONARY EMPLOYEES ONLY

7. **Recommendation in view of this appraisal.** The following to be filled out only when preparing the FINAL (5th month) evaluation for a promotional probationary employee.

CHECK ONE:

- [ ] I recommend that this employee be placed on permanent status.
- [ ] I recommend that this employee’s promotional probationary period be extended an additional 3 months to: I believe that specific counseling and assistance for the purpose of development or improvement as specified above in Section 3 will enable the employee to become a satisfactory employee.
- [ ] I recommend that this employee not be retained in promotional position effective [ ] (before the expiration of the promotional probationary period) for the following reason(s):

________________________

Signature of Supervisor preparing evaluation:

________________________

Signature of Supervisor’s Manager:

(Signature required prior to evaluation being reviewed by the employee.)