

# CSEA PERFORMANCE APPRAISAL

Human Resources & Equal Employment Opportunity

CHECK ONE      \_\_\_\_\_ Permanent      \_\_\_\_\_ 1st Probation      \_\_\_\_\_ 2nd Probation      \_\_\_\_\_ Plan of Assistance

<b>Employee Name:</b>		<b>Classification/Position:</b>	
<b>District Hire Date:</b>		<b>Hire Date in Class:</b>	
<b>Department:</b>		<b>ID#:</b>	

**Date of last appraisal:** \_\_\_\_\_ **Due date of this appraisal:** \_\_\_\_\_

**The rating categories are:**

1. Performance deficient and requires immediate improvement
2. Improvement needed for performance to meet expected standards
3. Performance meets requirements set forth in job description (expected standards)
4. Performance exceeds expected standards

1	2	3	4	PERFORMANCE FACTORS	COMMENTS ARE REQUIRED FOR EACH PERFORMANCE FACTOR. Attach additional sheets if necessary. Ratings of 1 must be addressed on the reverse side in "Performance Objectives."	METHODS BY WHICH THE SUPERVISOR WILL ASSIST THE EMPLOYEE.
				<b>1. QUALITY OF WORK:</b> Consider extent to which completed work is accurate, well organized, thorough, effective.		
				<b>2. QUANTITY OF WORK:</b> Consider the amount and timeliness of acceptable work produced.		

			<p><b>3. WORKING RELATIONSHIPS:</b>  Consider extent to which the employee recognizes the needs and desires of other people, treats others with respect and courtesy.</p> <ul style="list-style-type: none"> <li>a. students</li> <li>b. co-workers</li> <li>c. the public</li> <li>d. supervisors</li> </ul>		
			<p><b>4. WORKING ATTITUDES:</b>  Consider extent to which the employee learns and applies new ideas and technology, demonstrates interest and initiative and accepts job responsibilities.</p>		
			<p><b>5. ORGANIZATIONAL AND TEAM RELATIONSHIPS:</b>  Consider extent to which employee:</p> <ul style="list-style-type: none"> <li>a. accepts constructive criticism and feedback;</li> <li>b. keeps supervisor and co-workers advised of problems, ideas or decisions;</li> <li>c. provides information and assistance to others.</li> </ul>		

			<p><b>6. WORK HABITS:</b>  Consider how the employee:</p> <ul style="list-style-type: none"> <li>a. effectively organizes work.</li> <li>b. uses good judgment in analyzing work situations.</li> <li>c. follows policies and procedures.</li> <li>d. uses safe work procedures.</li> <li>e. uses and cares for equipment and materials.</li> <li>f. dresses appropriately for position, maintains neat and clean appearance.</li> </ul>		
			<p><b>7. ATTENDANCE:</b>  Consider unexcused absences; excessive absences (i.e., consistent use of credits as soon as they are earned); absences without sufficient notice; tardiness and pattern absences.</p>		

## Goals for Professional Development for NEXT REVIEW PERIOD

This section is to be completed jointly by the employee and immediate supervisor. A **Statement of Professional Development Goals** is required for all employees. The plan must contain very specific goals and the professional development activities and resources that will help reach these goals. Additional pages may be used.

**Employee name:** \_\_\_\_\_ **Classification position:** \_\_\_\_\_

<p style="text-align: center;"><b>GOALS AND OBJECTIVES</b></p> <p>Specific goals related to employee's present role or to reach other career goals.</p>	<p style="text-align: center;"><b>PROFESSIONAL DEVELOPMENT</b></p> <p>Specific methods by which the employee can work toward accomplishing his/her objectives</p>	<p style="text-align: center;"><b>METHODS BY WHICH THE SUPERVISOR WILL ASSIST THE EMPLOYEE</b></p>

**Plan of Assistance for NEXT REVIEW PERIOD**

This page is to be completed jointly by the employee and immediate supervisor. A **Statement of Plan of Improvement** is required for all employees who receive at least one #1 or #2 ratings on the Performance Appraisal, the plan must contain very specific requirements for the employee to complete, timelines for their achievement, assistance the supervisor will provide, and scheduled progress checks at least every three months. Additional pages may be used.

**Employee Name:** \_\_\_\_\_ **Classification/Position:** \_\_\_\_\_

Performance objectives and plans for achieving objectives should be based on discussion of performance appraisal and the supervisor's expectations for the next review period.

<b>PERFORMANCE OBJECTIVES</b> -- Goals for further improvements in job performance during the next evaluation period in order to meet or exceed standards for employee's present job or to develop employee skills.	<b>PLANS FOR ACHIEVING OBJECTIVES</b> - Specific methods by which the employee can work toward accomplishing his/her performance objectives.	<b>METHODS BY WHICH THE SUPERVISOR WILL ASSIST THE EMPLOYEE</b>

**FOR FINAL PROBATIONARY REPORTS ONLY**

*I recommend the employee be granted permanent status*      **YES**         **NO**  

Immediate Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Discussed with employee on: \_\_\_\_\_ Date: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I have participated in a discussion of this Performance Appraisal and/or Plan of Assistance:       YES       NO

I wish to discuss this with the Second Level Supervisor:       YES       NO

Employee Comments:  
\_\_\_\_\_  
\_\_\_\_\_

Second Level Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HR Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Immediate Supervisor: Please return the completed evaluation with signatures to the HR Office and provide a copy to the Employee***