

**LOS RIOS COMMUNITY COLLEGE DISTRICT**

**REPORT OF JOB PERFORMANCE**

Note: Due to COVID-19 pandemic, for annual and bi-annual evaluations, the period between 4/1/2020 through 8/31/2021 will not be evaluated.

Probationary:	First	Second	Final
Conditional:	First	Second	Final
Permanent:	Annual	Bi-Annual	Special

(Last Name) \_\_\_\_\_ (First Name) \_\_\_\_\_ (Middle Initial) \_\_\_\_\_ To \_\_\_\_\_  
 (Inclusive Dates) \_\_\_\_\_

(Title) \_\_\_\_\_ (Employee ID Number) \_\_\_\_\_ (Date Probation Ended) \_\_\_\_\_

(Location) \_\_\_\_\_ (Department) \_\_\_\_\_ (Supervisor) \_\_\_\_\_

This performance evaluation is made to assist employees in their efforts to do a good job. Conclusions based upon this employee's work performance during the period covered by this report are summarized below. This report will be instrumental in determining the permanent status of an employee. The copy the employee receives is an exact duplicate of the copies filed. **PLEASE READ THE INSTRUCTIONS ON THE BACK BEFORE COMPLETING.**

<b>QUALIFICATIONS FACTORS</b>			
(Check (x) only those factors which apply to the employee's position.)			
<p style="text-align: center;">Commendable _____                      Competent _____                      Needs to Improve _____                      Unacceptable _____</p> <p><b>1. QUALITY OF WORK</b>                      Consider:                      a. Job knowledge                      b. Accuracy                      c. Neatness                      d. Thoroughness</p>	<p style="text-align: center;">Commendable _____                      Competent _____                      Needs to Improve _____                      Unacceptable _____</p> <p><b>5. RELATIONSHIPS WITH OTHERS</b>                      Consider:                      a. Employees                      b. Students                      c. Public</p>		
<p><b>2. QUANTITY OF WORK</b>                      Consider volume of output and extent to which work schedules are met</p>	<p><b>6. LEADERSHIP ABILITY (if applicable)</b>                      Consider:                      a. Leadership                      b. Fairness and impartiality                      c. Decision making                      d. Training and instructing                      e. Planning and assigning                      f. Ability to achieve unit workloads</p>		
<p><b>3. WORK HABITS AND ATTITUDES</b>                      Consider:                      a. Dependability                      b. Punctuality                      c. Attendance                      d. Planning and organizing                      e. Compliance with instructions, rules and regulations                      f. Ability to work without immediate supervision</p>			
<p><b>4. PERSONAL QUALITIES</b>                      Consider:                      a. Judgment                      b. Initiative                      c. Adaptability to unforeseen and new situations                      d. Appearance                      e. Effectiveness under pressure</p>			
<p><b>7. OVERALL WORK PERFORMANCE</b>                      (Must be consistent with the factor rating, but there is no prescribed formula for compiling the OVERALL WORK PERFORMANCE rating.)</p>			

**Please note:**

- 1) If "Needs to Improve" or "Unacceptable" is checked, please attach documentation.
- 2) If overall rating is "Needs to Improve" or one factor is "Unacceptable," it shall require documentation of performance assessments as well as meeting with the employee to develop a plan for improvement.
- 3) If "Commendable" is checked, please comment on why you have given this rating.
- 4) The employee may have at least 2 work days to review this Report of Job Performance prior to signing.

I recommend that this employee be granted permanent status. (To be checked only on final report.)

SIGNED (Rater): \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

SIGNED (Reviewing Officer): \_\_\_\_\_ Date: \_\_\_\_\_

I have seen this report and agree with the conclusion of the rater  
 In signing this report, I do not necessarily agree with the conclusion of the rater.

I would like to appeal this report with the administrative officer\*.  
 Employee refused to sign. Rater: \_\_\_\_\_

SIGNED (Employee): \_\_\_\_\_ Date: \_\_\_\_\_

I concur with ratings given by the rater.      I do not concur with the ratings given by the rater.      New report to be prepared.

Administrative Officer discussed report with employee on \_\_\_\_\_ SIGNED (Administrative Officer) \_\_\_\_\_  
 (Must be different from Reviewing Officer) (Date)

## Report of Job Performance Instructions and Information

- A. The overall goal of evaluating the job performance of employees is the improvement of services in support of the educational program of the District. The purpose of the employee evaluation is to reflect the unit member's proficiency in the job; promote self-improvement; identify areas in which the individual is performing satisfactorily, as well as the area where improvement is desirable; and to identify goals and objectives for the ensuing year.**
- B. To indicate the rating on any factor, a (x) mark is placed in the appropriate rating column. Please not the definitions of the appropriate rating listed below.**
- C. If "Needs to Improve" or "Unacceptable" is checked, please attach documentation.**
- D. If overall rating is "Needs to Improve" or one factor is "Unacceptable," it shall require documentation of performance assessments as well as meeting with the employee to develop a plan for improvement.**
- E. If "Commendable" is checked, please comment on why you have given this rating.**
- F. The employee may have at least 2 work days to review this Report of Job Performance prior to signing.**
- G. If the employee refuses to sign, the rater must indicate this on the Report of Job Performance form.**

### Definition of Ratings

<b>Commendable</b>	<b>The employee's work consistently and significantly exceeds the standard for this position.</b>
<b>Competent</b>	<b>The employee's work is definitely and consistently satisfactory.</b>
<b>Needs to Improve</b>	<b>The performance of the job is somewhat inadequate to reach the standard required of a competent permanent employee by the end of the probationary period; greater effort or training is needed.</b>
<b>Unacceptable</b>	<b>The performance on the job is very inadequate; special training, reassignment, or separation may be advisable.</b>