

REPORT OF EMPLOYEE PERFORMANCE
UNIT 4 -- ACADEMIC SUPPORT
 CSU Campus - Bakersfield



NAME	EMPLOYEE ID	DEPARTMENT	CLASSIFICATION

FROM:		TO:		Type of Evaluation:	<input type="checkbox"/>	ANNUAL	<input type="checkbox"/>	TEMPORARY
RATING PERIOD					<input type="checkbox"/>	PROBATIONARY	<input type="checkbox"/>	SPECIAL

SECTION A - Evaluation Criteria					SECTION C Record PROGRESS ACHIEVED in attaining goals established during previous rating period.					
1	2	3	4	5	1 = UNACCEPTABLE 2 = BELOW EXPECTATIONS 3 = MEETS EXPECTATIONS 4 = EXCEEDS EXPECTATIONS 5 = OUTSTANDING					
					Quality of Work					
					Quantity of Work					
					Professional Judgment *					
					Contributions to Campus/CSU/Community*					
*Per provision 18.1.A of the Collective Bargaining Agreement: Professional judgment includes professional responsibility, attendance abuse, and working relationships. Contributions include those to the community, which are directly related to the employee's work assignment.										
SECTION B					SECTION F					
Utilizing the criteria above, record JOB STRENGTHS and superior performance. (See Page 3 for more space, if necessary, for Sections B-E.)					For PROBATIONARY EMPLOYEES :					
					<input type="checkbox"/> Permanent Status Recommended (To be determined in conjunction with final probationary evaluation.) <input type="checkbox"/> Permanent Status Not Recommended (To be determined not later than the final probationary evaluation in accordance with the INSTRUCTIONS FOR COMPLETION on Page 1.)					
					EVALUATOR					
					(Signature)			(Title)		(Date)
					REVIEWING OFFICER					
					(Signature)			(Title)		(Date)
This review is based on <input type="checkbox"/> direct observation or supervision of the employee's work since the last performance evaluation... and/or... <input type="checkbox"/> the content of the employee's personnel file. (Per provision 18.1.B of the Collective Bargaining Agreement)					Date draft given to employee for review:					
1	2	3	4	5	1 = UNACCEPTABLE 2 = BELOW EXPECTATIONS 3 = MEETS EXPECTATIONS 4 = EXCEEDS EXPECTATIONS 5 = OUTSTANDING					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OVERALL EVALUATION					
					Record Overall Performance					
EMPLOYEE'S SIGNATURE OR ACKNOWLEDGEMENT:								DATE:		

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SECTION B (continued) Record **JOB STRENGTHS** and superior performance.

SECTION C (continued) Record **PROGRESS ACHIEVED** in attaining goals established during previous rating period.

SECTION D (continued) Record specific **REQUIRED IMPROVEMENT** or **CORRECTION** needed in performance or behavior.

SECTION E (continued) Record **GOALS** or **IMPROVEMENT PROGRAMS** established for next performance period.

COMMENTS (continued)