

CALIFORNIA STATE UNIVERSITY, BAKERSFIELD  
 PERFORMANCE EVALUATION REPORT – EXCLUDED (E99) STAFF PERSONNEL

<b>EMPLOYEE NAME:</b> _____		<b>DEPARTMENT:</b> _____	
<b>JOB CLASSIFICATION:</b>  _____	<b>EMPLOYEE STATUS:</b> _____ Temporary		<b>TYPE OF REPORT:</b> (Check one)  _____ Annual _____ Other (Unscheduled)
	Rating Period: from _____ to _____		

a*	b*	c	d**	e**	SECTION A -- Factor Check-List EACH factor must be checked in the appropriate column	SECTION B -- Record job strengths, progress goals and specific goals for future accomplishments. Explanation of all check marks in columns d and e is required. Use attachments, as needed. Please sign all attachments.
					1. Attendance/Punctuality	SECTION C -- Document examples of problems with performance. Explanation of all check marks in columns a and b is required. Use attachments, as needed. Please sign all attachments.
					2. Knowledge of Work	
					3. Quality of Work	
					4. Volume of Acceptable Work	
					5. Work Judgments	
					6. Interpersonal Relations	
					7. Accepts Responsibility	
					8. Accepts Direction	
					9. Accepts Change	
					10. Meets Deadlines	
					11. Initiative	
					12. Operation and Care of Equipment	
					13. Safety Practices	
					OTHER:	
<b>Additional Factors for Employees With Lead Person Responsibility</b>						SECTION D -- I certify that this evaluation has been discussed with me. My signature does not necessarily indicate that I agree with the evaluation. Employee Comments (Use attachments, if needed. Please sign all attachments).  Employee's Signature: _____ Date: _____
					1. Planning and Organizing	
					2. Training & Instruction	
					3. Productivity	
					4. Judgments & Decisions	
					5. Leadership	
					6. Effectively Delegates	
					7. Employee Relations	SECTION E -- Required Signatures  Evaluator's: _____ Date: _____ (signature and printed name)  Administrator's: _____ Date: _____ (signature and printed name)  Personnel Services Review: _____ Date: _____
<b>OVERALL EVALUATION (Reflection of all Factors In Section A)</b>						
*All check marks in columns a and b require explanation in Section C.						
**All check marks in columns d and e require explanation in Section B.						

**AFTER COMPLETING EVALUATION, RETURN THIS COPY INCLUDING SIGNED ATTACHMENTS TO HUMAN RESOURCES. DISTRIBUTION COPIES: EMPLOYEE'S PERSONNEL FILE, EMPLOYEE, AND EVALUATOR**