



Classified Performance Evaluation

Foothill – De Anza Community College District

STATEMENT OF PURPOSE

The primary purpose of the performance evaluation is employee development. The evaluation process serves as an opportunity for both the employee and the administrator to clarify expectations and goals for performance of the employee's job duties and responsibilities. It is important that this process be constructive and that the employee and administrator emerge with a mutual understanding of the standards and expectations of performance.

The Classified Performance Evaluation provides a written assessment of the employee's work performance and enhances communication between employee and administrator. The performance evaluation should communicate performance standards for the position and encourage growth and development/improvement of performance in the future.

TYPE OF EVALUATION

Probationary Evaluation

Probationary employees are evaluated three times during the first year of employment:

Second Month Evaluation

This evaluation is critical to the success of the employment relationship and should be carefully developed and discussed to identify areas of strength as well as those portions of the job that are challenging to the employee.

Fifth Month Evaluation

This evaluation serves to recommend a step increase if the employee is performing satisfactorily. This mid-way evaluation should serve to clearly identify those areas in which the employee needs to improve to successfully complete probation. The administrator and employee should discuss specific work examples and agree on performance goals for the next three (CSEA) to five (ACE) months.

Permanency Evaluation

This evaluation is to recommend "permanency" in the position. This evaluation is critical since it will change the employee's status from probationary to permanent. The administrator should carefully review the previous evaluations and assess the performance level to determine whether the employee can succeed in the position. The employee should carefully evaluate the duties and responsibilities of the position and the expectations of the administrator to determine whether the position is one in which the employee can succeed. If there is doubt about the successful performance, then permanency should not be recommended.



Annual Evaluation

Annual evaluations are conducted after an employee has successfully completed the probationary period. Annual evaluations are conducted prior to the increment date (if applicable). Satisfactory evaluations are necessary to receive step increases, service recognition awards, or longevity awards. Annual evaluations are also used for:

- Service Recognition Awards – recommended after the employee has been at the top step of the salary level for three years.
- Longevity Awards – recommended prior to 8, 13, 18, or 23 years of service with the District.

Special Evaluation

Special evaluations may be conducted at any time at the request of the administrator or the employee.



INSTRUCTIONS

Evaluation Process:

- Both the employee and the administrator have equal responsibility for initiating and maintaining a climate, work environment, and relationship, which encourages open communication and personal as well as professional growth.
- Human Resources will provide a list of employees due for evaluations to the administrator two months prior to the due date.
- The administrator will complete the evaluation and give it to the employee for review, comment, and signature.
- The employee has a right to attach written comments within ten days of receiving the evaluation. These comments will be forwarded to Human Resources, attached to the evaluation and placed in the employee personnel file.
- The employee will return the evaluation to the administrator who will sign and return it to Human Resources.
- The administrator or the employee may contact Human Resources at any time during the process for guidance and direction.

The evaluation process is a primary tool for assessing performance of an employee. It is important that the administrator make constructive comments aimed at supporting and encouraging growth. Both employee and administrator are to discuss the evaluation and have a clear understanding to the expectations of the position.

Instructions to the Administrator:

- Review the current job description. (Job Descriptions are available on the HR website <http://hr.fhda.edu/forms>)
- The administrator will schedule a meeting with the employee to discuss the process and the timeline to complete the evaluation.
- Complete the evaluation and schedule a conference at a time that will promote a meaningful dialogue between administrator and employee. Commit to the scheduled day and time.
- Schedule a room that is private and free from interruptions.
- Evaluate performance and not the person.
- Acknowledge and praise performance that contributes to the effectiveness of the division/program/department.
- Provide ongoing suggestions and assistance to help employee to perform more effectively.
- Identify those conditions, which act as limitations or constraints to the performance of assigned duties.
- Provide comments in each category, which reflect on the employee's performance.



Instructions to the Employee:

- Prepare for this process by reviewing your own performance during the previous year.
- Review your current job description with your administrator to determine the accuracy of this document as it relates to current duties. (Job Descriptions are available on the HR website <http://hr.fhda.edu/forms>)
- Discuss accomplishments and goals met during the evaluation period.
- Identify those conditions, which act as limitations or constraints to the performance of assigned duties.
- Identify any training that would help you attain the desired performance standards to provide an opportunity for growth and development.
- Take advantage of the opportunity to provide feedback in the Employee Comment Section.
- Contact Human Resources or your union representative if you believe that the performance evaluation process has not been followed correctly.

NOTE: Failure to complete evaluations by the due date automatically advances the employee to the next step and/or permanency.



PERFORMANCE STANDARDS

Description of Performance Standards:

There are four (4) performance standards used in the performance evaluation of a classified employee. The following terms are to be reviewed and understood by both the employee and the administrator prior to the evaluation. It is important for consistency and enhanced communication that both administrator and employee operate with the same definition for each of the performance standards.

Outstanding*

Performance reflects superior skills, knowledge, and ability by consistently exceeding job requirements and often demonstration exceptional performance. Makes unique and significant contributions to the department.

*This rating must be substantiated by supporting observations and examples.

Good Solid Performance

Performance meets the job description requirements. Employee consistently meets normally accepted standards and satisfactorily completes assignments. Employee achieves results one would expect taking into consideration training received and related background/experience.

Needs Improvement*

Performance does not consistently meet standards; requires more direction and supervision to accomplish the task than normal; performs below minimum job requirements; does not meet performance expectations. Improvement required within a defined period of time to meet competent standards.

*This rating must be substantiated by supporting observations and examples and specific recommendations for improvement.

Unacceptable*

Performance does not meet requirements of the job and seriously impacts department's effectiveness. Improvement in employee's performance is essential.

*This rating must be substantiated by supporting observations and examples and specific recommendations for improvement.