

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
ANNUAL PERFORMANCE ASSESSMENT
FOR NON-PROBATIONARY CONFIDENTIAL STAFF

Employee Information

Employee Name:			
Job Title:		Department:	
Supervisor (Rater):			
Date:		Review Period:	to

Instructions

1. **It is the intent of the administration that annual performance assessment accomplish the following (but not limited to):**
 - A. **Performance feedback for the purpose of professional and personal growth for the employee and supervisor.**
 - B. **Identify the areas that are concerns and therefore identify the appropriate course of action to assist in the improvement process.**
 - C. **Create a written document that reflects performance and eliminate misunderstandings regarding performance.**
 - D. **Although performance assessment is not a disciplinary tool, the assessment document can be used for verification of performance.**
2. **It is expected that all supervisors and non-probationary Confidential employees be actively involved in the annual performance assessment process. Therefore, as part of this process, the assessment form should be used as a "self-assessment" tool for the employee to fill out prior to meeting with his/her supervisor. The Supervisor will then complete the evaluation. Supervisors are expected to adhere to process and timelines of this assessment system.**

QUALITY OF WORK

Performs tasks that meet prescribed standards:
 Strongly Agree Agree Somewhat Agree Disagree Strongly Disagree

Takes pride in his/her work:
 Strongly Agree Agree Somewhat Agree Disagree Strongly Disagree

Maintains currency and complies with rules and regulations of the department, college, and/or district:
 Strongly Agree Agree Somewhat Agree Disagree
 Strongly Disagree

Supervisor Comments (mandatory regardless of assessment):

Employee Comments:

PROFESSIONAL GROWTH

Participates in activities that enhance professional growth:

- Strongly Agree Agree Somewhat Agree Disagree Strongly Disagree

Takes initiative to keep current with technical skills related to position::

- Strongly Agree Agree Somewhat Agree Disagree Strongly Disagree

Supervisor Comments (mandatory regardless of assessment):

Employee Comments:

SUPERVISOR'S SUMMARY OF ASSESSMENT

- Employee received exceeds standards
- Employee received meets standards
- Employee received needs improvement in some areas
- Employee received does not meet standards

Supervisor Comments (mandatory):

COMMUNICATION & INTERPERSONAL SKILLS

Clearly articulates information, ideas, and opinions; and uses appropriate language:
 Strongly Agree Agree Somewhat Agree Disagree Strongly Disagree

Communicates well with all levels of customers, students, and staff:
 Strongly Agree Agree Somewhat Agree Disagree Strongly Disagree

Actively builds relationships and is considerate of others:
 Strongly Agree Agree Somewhat Agree Disagree Strongly Disagree

Shares knowledge and resources and collaborates as a team member:
 Strongly Agree Agree Somewhat Agree Disagree Strongly Disagree

Supervisor Comments (mandatory regardless of assessment):

Employee Comments:

LEADERSHIP SKILLS

Initiates action within his/her authority:
 Strongly Agree Agree Somewhat Agree Disagree Strongly Disagree

Is proactive in anticipating problems; provides recommendations without being asked:
 Strongly Agree Agree Somewhat Agree Disagree Strongly Disagree

Establishes and maintains high work standards:
 Strongly Agree Agree Somewhat Agree Disagree Strongly Disagree

Demonstrates knowledge of the campus/district mission and willingness to participate to help reach these objectives:
 Strongly Agree Agree Somewhat Agree Disagree Strongly Disagree

Supervisor Comments (mandatory regardless of assessment):

Employee Comments:

QUANTITY OF WORK

Accomplishes tasks in a timely manner:

- Strongly Agree Agree Somewhat Agree Disagree Strongly Disagree

Prioritizes work to be accomplished:

- Strongly Agree Agree Somewhat Agree Disagree Strongly Disagree

Supervisor Comments (mandatory regardless of assessment):

Employee Comments:

PROFESSIONAL DEMEANOR

Presents professional appearance:

- Strongly Agree Agree Somewhat Agree Disagree Strongly Disagree

Interacts attentively, courteously, and respectfully with customers, students, and staff:

- Strongly Agree Agree Somewhat Agree Disagree Strongly Disagree

Contributes to a positive work environment:

- Strongly Agree Agree Somewhat Agree Disagree Strongly Disagree

Demonstrates willingness to contribute to the team's goals:

- Strongly Agree Agree Somewhat Agree Disagree Strongly Disagree

Supervisor Comments (mandatory regardless of assessment):

Employee Comments:

GOALS FOR GROWTH

Each goal must be specific, measurable, attainable, relevant and Time bound.

GOAL #1

State goal:	This goal will be measured by:	Timeline:
		Begin:
		End:
What resources are needed? (time, money, assistance, etc.)		
What are review dates and/or milestones?		

GOAL #2

State goal:	This goal will be measured by:	Timeline:
		Begin:
		End:
What resources are needed? (time, money, assistance, etc.)		
What are review dates and/or milestones?		

GOAL #3

State goal:	This goal will be measured by:	Timeline:
		Begin:
		End:
What resources are needed? (time, money, assistance, etc.)		
What are review dates and/or milestones?		

Direct Supervisor Signature _____ Date: _____

Employee Signature _____ Date: _____

My signature certifies this report has been discussed with me. I understand my signature does not necessarily indicate agreement with the ratings. I have the option to attach any comments to this report, whether directly in response to this assessment or to summarize information from the past year of employment. I will submit any comments in writing within ten (10) working days.

Employee Comments Attached: Yes No

President/Vice Chancellor/Chancellor Signature _____ Date: _____

My signature certifies that I am the supervisor of the rater, and I have reviewed the performance assessment with the rater prior to this assessment being shared with the employee. My signature further states that I concur with the rater's assessment.