

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
Classified Probationary Evaluation

Employee _____ Title _____

Department _____ Rating Date From: _____ to _____ 3-month 6-month 9-month

DEFINITIONS OF EVALUATION TERMS:			
EXCEEDS STANDARDS:	Work performance is consistently superior to the standard of performance required for the position.		
MEETS STANDARDS:	Work performance is consistent in meeting the standard of performance required for the position.		
DOES NOT MEET STANDARDS:	Work performance is consistently below the standard of performance required for the position.		
COMMENTS:	Attach additional sheets as necessary. Comments are mandatory for any rating of "Does Not Meet."		
STANDARD	EXCEEDS	MEETS	DOES NOT MEET
1. Quality of Work: accuracy, completeness, neatness, thoroughness			
Comments:			
2. Quantity of Work: performs expected volume of work			
Comments:			
3. Work Habits: care of equipment, organization of work, observation of work hours, safety practices			
Comments:			
4. Interpersonal Communication: ability to get along with others, effectiveness in dealing with public and employee contacts			
Comments:			
5. Initiative: resourcefulness; self-reliance, willingness to accept and carry out responsibility			
Comments:			
6. Dependability: ability to meet deadlines and work independently			
Comments:			
7. Attitude: interest in work, willingness to meet job requirements and accept suggestions, compliance with rules and regulations			
Comments:			
8. Leadership Skills: proficiency in training, planning and leadership			
Comments:			

Comments to be attached by employee: Yes _____ No _____

Additional comments attached by supervisor: Yes _____ No _____

Employee: I certify this report has been discussed with me. I understand my signature does not necessarily indicate agreement with the ratings, and I have the right to attach my comments to this report which I will submit in five (5) working days.

Employee's Signature

Date

Immediate Supervisor's Signature

Title

Date

Manager's Signature

Title

Date