SAN DIEGO STATE U	NIVI	ERS	IT				ANCE - CS	SUE	EU				
NAME:					EM	P ID # :							
Rating Period (mm/dd/yy) From	m:				To:	DIV./DEP	T.:						
EVALUATION TYPE: Permanent Probationary Temporary													
: 1 Year probationary 3 rd 6 th 11 th month													
	SEC	CTI	ON	A F	Perfo	rmance Ratings							
Immediate Supervisor must check each		(a) S	Sup	erio	r	(c) Satisfactory	(e) Unsatis	fact	tory				
appropriate factor in the proper column.		(b)	Out	tstan	din	g (d) Marginal	(f) Not Rat	ed					
	f e	d	c	b	a			f	e	d	c	b	a
1. Observance of Work Hours						21. Work Coordination							
2. Attendance						22. Initiative							
3. Grooming & Dress						23. Learning Ability							
4. Safety Practices													
5. Public Contacts													
6. Employee Contacts													
7. Communication							PERVISORS	O	NLY	7		_	
8. Knowledge of Work						27. Planning & Organizii							
9. Work Judgments						28. Scheduling & Coordi							
10. Planning & Organizing						29. Training & Instructin	g						
11. Job Skill Level						30. Productivity							
12. Quality of Work						31. Evaluating Subordina							
13. Vol. Of Acceptable Work						32. Judgments & Decisio	ons						
14. Meeting Deadlines						33. Leadership							
15. Accepts Responsibility						34. Operational Economy	y						
16. Accepts Direction						35. Supervisory Control							
17. Accepts Change						36. Equal Opportunity Ef	fforts						
18. Effectiveness Under Stress						37. Diversity & Equity							
19. Appearance of Work Station													
20. Operation & Care of Equipment													
40. SUMMARY EVALUATION – Check						<u> </u>							
SECTION B Record job strengths & superior	or perf	orm	anc	e inc	iden	its.							
SECTION C Record specific work perform	ance o	r jot	be.	havi	ors r	equiring improvement or	correction.						

SECTION D Record specific goals or improvement pro-	grams to be undertaken during next eval	uation period.
		-
SECTION E Record progress achieved in attaining previous	iously set cools for improved work norf	armanaa ar iah qualifications
SECTION E Record progress achieved in attaining previ	lously set goals for improved work perio	ormance or job quantications.
SECTION F If this employee is eligible for permanent st	tatus, do you recommend permanent sta	tus be granted?
	, ,	
RATER: I certify this report represents my best judgmen	t. Administrator : I agree	e I disagree
(Signature) (Title) (Date) (Signature) (Title) (Date)
(Signature) (Title) (Date Employee : I certify that this report has been discussed w	ith me. Lunderstand my signature does	not necessarily indicate
agreement.	in niev i understand my signature dees	inde indeeds and in in incidence
Comments:		
	(6: , ,)	(D-4-)
	(Signature)	(Date)

SECTION B-F CONTINUED Use this additional space to continue recording any information from the sections above.

INSTRUCTIONS FOR COMPLETION

- 1. Prepare an initial draft of the Report of Employee Performance. Prior to meeting with the employee to discuss the draft Report, the evaluator may request the employee to complete a self-evaluation, which will also be discussed during the performance evaluation interview. Employees in Units 2, 5, 7, & 9 shall be given a maximum of 10 work days to review the draft evaluation and provide input. The evaluator is required to consider any input in preparing the final evaluation.
- 2. Provide the employee with a draft copy of the Report of Employee Performance prior to a performance evaluation interview and inform the employee of the date, time, place and purpose of the evaluation interview. During the interview, the evaluator should encourage the employee to discuss his/her opinions and observations regarding the content of the evaluation.
- 3. Upon completion of the evaluation interview, the Report of Employee Performance is completed in final form and signed by the evaluator. The Report is then given to the employee for signature. The employee may include comments on the form or may attach written comment, if desired, and return the Report to the evaluator. Normally, the employee should be given a maximum of three working days to sign the Report and/or to submit written comments before the Report is processed to the reviewing office. If the employee refuses or declines to sign the Report, the evaluator must indicate this under EMPLOYEE'S ACKNOWLDGEMENT.
- 4. The Report of Employee Performance is forwarded to the reviewing officer for signature. The reviewing officer is an MPP manager to whom the evaluator reports unless the college or department has designated another manager to act as reviewing officer.
- 5. The completed Report of Employee Performance and any attachments must be copied and distributed by the evaluator as follows: **ORIGINAL**-to the Center for Human Resources; **COPY**-to the employee being evaluated; **COPY**-to the department.
- 6. The rater should review the report with his/her supervisor of manager, as appropriate. All signatures should be in ink. Changes and corrections must be initialed by the employee and the rater.
- 7. If space for comments is inadequate, similarly dated and signed attachments may be made (either typewritten or in ink).
- 8. Due dates must be observed and are particularly important for service based increase and probationary employee reporting. The regular evaluation of employees' performance is critically important. It is the basis by which employees learn and understand organizational expectations and their own performance. These evaluations are critical to decisions about Performance Based Pay awards, Discretionary Increases and promotions.
- 9. Unscheduled reports may be prepared at any time for any employee.
- 10. This form should contain no reference to the appropriateness/inappropriateness of classification level. This rating is based upon the performance at the existing level. Requests to reclassify positions are processed through the Classification area of The Center for Human Resources.

SECTION A: Check one column for each factor. Column (f) may be checked when a factor is not considered applicable to a particular job or when the supervisor has not been able to observe the behavior. Additional spaces have been provided to write any additional factors. Each check mark in Columns (a) and (b) requires specific explanation in Section "B". Each check mark in (d) and (e) requires specific explanation in Section "C".

SUMMARY EVALUATION: Check the overall performance here, taking into account all factors and total performance over the full period of service being evaluated.

SUPERIOR: Total performance is far above normal standards for the position. Employee is making a superior contribution to the University. Superior or excellent performance should be noted in Section "B". Only a few employees would normally qualify for this rating.

OUTSTANDING: Consistently competent performance exceeding standards in all critical factors for the position.

SATISFACTORY: Meets the requirements of the position in a competent manner.

MARGINAL: Total performance periodically or regularly falls short of normal standards. Specific deficiencies should be noted in Section "C" or in a signed, dated attachment.

NOT SATISFACTORY: Performance clearly inadequate in one or more critical factors. Employee has demonstrated inability to improve or to meeting standards. Performance not acceptable for position held. Specific deficiencies should be noted with in Section "C" or in a signed, dated attachment.

SECTION B: Describe outstanding qualities or performance, particularly when check marks in Columns (a) and (b) do not seem particularly descriptive.

SECTION C: Give specific reasons for check marks in Columns "C" and "D".

SECTION D: Record agreed-upon or prescribed performance goals for the next evaluation period. This may include suggestions for in-service training.

SECTION E: Record progress or improvements in performance resulting form employee's efforts to reach previously set goals. Also record any in-service training received or additional job-related course work undertaken during the rating period.

SECTION F: Probationary or temporary employees may be separated (or retreat if permanent in another class) at any time such action is deemed necessary. The supervisor or manager may request a special or unscheduled evaluation at any time. If the recommendation is negative, the report of performance should support the denial.