



Confidential Employee Merit Evaluation Form

Name:

Red ID#:

Working Title:

Department:

Classification:

Rating Period: *From:*

To:

Performance Review Narrative (Provide narrative remarks on the employee's performance):

THE CALIFORNIA STATE UNIVERSITY
Office of the Chancellor
401 Golden Shore
Long Beach, California 90802-4210
(562) 951-4411

Date: November 9, 2004

Code: HR 2004-31

To: CSU Presidents

From: Jackie R. McClain
Vice Chancellor
Human Resources

Subject: CSU Policy on Performance Evaluations for Confidential Employees

Consistent with Title 5, the California Code of Regulations, it is the policy of the California State University (CSU) that campuses should evaluate permanent or probationary Confidential employees annually and at other times as deemed appropriate by the campus president. Each campus is to establish performance evaluation procedures. Campuses may consider the following performance dimensions when evaluating the performance of Confidential employees:

- Job skills/knowledge: the knowledge of job and the level of supervision required
- Quality and quantity of work: accuracy and reliability of results and expected volume of work produced
- Service Orientation: internal/external service commitment and behavior
- Judgment: success in organizing work and the ability to differentiate between decisions that should be made or deferred
- Adaptability” willingness to learn new practices and adjust changes in assignments or working conditions
- Communication skills: verbal, written and interpersonal communication skills
- Attendance
- Safety compliance

If you have any questions regarding this policy, please contact systemwide Human Resources at (562) 951-4411. This document is available on the Human Resources Administration’s Web site at <http://www.calstate.edu/HRAdm/memos.shtml>.

JRMcC/en