Classified Performance Evaluation

City College of San Francisco

EMPLOYEE NAME	CAIVII	PUS	CLAS	SIFICATION	/ IIILE
DEPARTMENT	HIRE	DATE	DATE ISSUED		DATE DUE
REVIEW PERIOD Annual Probationary Period of Report From: To: Probation Ends:	Unscheduled	EMPLOYE	E'S STATUS Permanent (PCS) Permanent Exempt (For Provisional (TPV) Temporary Exempt (Total Internal Transfer		FT
	rmance 3 – Satisfacto			1 - Unacce	eptable
Primary Duties					

II.	II. PERFORMANCE INDICATORS				
	INDICATORS ONE THROUGH FOURTEEN MUST BE COMPLETED FOR ALL EVALUATIONS				

4. Planning, Organizat	ion and Follow Through			Rating:
Demonstrates good jud	dgment in planning, organiz	zing, and completing work	and makes sound decisio	ns.
5. Outstanding	Good Solid Performance	3. Satisfactory	2. Needs Improvement	1. Unacceptable
Actively works with others to accomplish common tasks and reach goals.	Plans, organizes and completes work.	Meets the requirements of the job.	Insufficiently plans, is disorganized and completion of work is inconsistent.	Fails to plan, to organize and to complete work as required.
Remarks				
5. Judgment, Decision	Making and Dependability			Rating:
Ability to make sound d supervision. Follows di	decisions. Recognizes unu irections.	isual circumstances and r	esponds appropriately. W	orks well without close
5. Outstanding	4. Good Solid	3. Satisfactory	2. Needs	1. Unacceptable
Takes initiative to	Performance		Improvement	
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THE FOLLOWING AREAS ARE OPTIONAL OR RELATED TO SUPERVISORS/MANAGER

15. Leadership / Superv	15. Leadership / Supervision Rating:				
Effectively assigns and of their potential; oversees	delegates work in a manner systems/operations effective	r that promotes productively.	e and quality work; motiv	ates others to	realize
Not Applicable:					

A. Reporting Supervisor / Manager		
Name, Work Address	Job Code Number and Title	Date of Report
		Signature
B. Employee's Statement		
		Conference Date
I agree with this report		
I do not agree with this repo	rt: Sect No	Signature certifies I have read the report
I have Attached a rebuttal		
I request a conference with t	he reviewer	
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