

Brief Instructions for Classified Performance Evaluations

Below are brief descriptions of the **3 evaluation forms** used to evaluate Classified employees. Read the description of each form to determine the most appropriate to use for your employees.

Rating Period

The rating period for classified employees should cover the previous 12 months from the start of the rating period.

Progress Report Form

This form is the more extensive performance evaluation form.

This form must be used for any evaluations done during an employee's probationary year.

This should be used for any employee receiving a rating less than "Exceeds Performance Standards" or "Meets Performance Standards" for one or more of the statements.

Exceeds Expectations Evaluation Form

This form is a brief evaluation to be used for employees that exceed performance standards and have completed their probationary period.

Meets Expectations Evaluation Form

This form is a brief evaluation to be used for employees that meet performance standards and have completed their probationary year.

Ratings of "N" or "U"

When an employee is given either an "N" or "U" rating an explanation for the rating should be stated in the area provided and a work improvement plan put in place.

In summary

1. Complete the appropriate evaluation form (manager)
2. Meet with the employee to review the evaluation
3. The manager and employee must sign the evaluation in the appropriate locations. If the employee refuses to sign, the manager/supervisor writes "Refused to sign" on the employee signature line.
4. Return the original form to Eileen Luna, Senior Human Resources Specialist in Human Resources at 408-223-6758 or email Eileen.luna@sjeccd.edu