

# MARIN COMMUNITY COLLEGE DISTRICT SUPERVISORY EMPLOYEE EVALUATION FORM

Employee's Name:	Hours of Employment:
Position:	Evaluation Period: From:                      To:
Type of Evaluation:                      3rd Month <input type="checkbox"/> Permanent: <input type="checkbox"/> or Probationary: 6th Month <input type="checkbox"/>	Evaluator's Name:

**RATINGS:** All categories must be supported in the comments section or in the form of an attachment.

**RATING CODES:**

- 1 = Superior performance. One of the very best.
- 2 = Above average. Consistently well above what is expected.
- 3 = Satisfactory. Meets the requirements of the job.
- 4 = Fair. Generally okay, but some improvement needed.
- 5 = Unsatisfactory. Not up to requirements of the job.

## Part I. Professional Skills

**I. HEALTH AND SAFETY PRACTICES**

1. Complies with all safety practices established by the District. 2. Refrains from taking unnecessary risks. 3. Takes proper precautions towards own health.

Performance Level:  1  2  3  4  5

**II. KNOWLEDGE OF WORK**

1. Aware of duties and responsibilities. 2. Follows work instructions in a complete and thorough manner. 3. Ability to grasp and carry out job duties. 4. Understands job requirements.

Performance Level:  1  2  3  4  5

**III. JUDGMENT, DECISION MAKING AND DEPENDABILITY**

1. Ability to make good decisions. 2. Recognizes unusual circumstances and responds appropriately. 3. Works well without close supervision. 4. Follows directions.

Performance Level:  1  2  3  4  5

**IV. PLANNING AND ORGANIZING WORK**

1. Maintains an organized work system. 2. Arranges priorities to meet emergencies.

Performance Level:  1  2  3  4  5

**V. QUALITY AND ACCURACY OF WORK**

1. Keeps accurate records. 2. Checks, proofreads copy for errors. 3. Shows quality in work performed.

Performance Level:  1  2  3  4  5

**VI. COMMUNICATION**

1. Communicates clearly and concisely.

Performance Level:  1  2  3  4  5

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## VII. OPERATION AND CARE OF EQUIPMENT/WORK AREA

1. Keeps work area neat, cleans up work site/area. 2. Practices preventive maintenance.

Performance Level:  1  2  3  4  5

## Part 2. Personal Attributes

### I. POSITIVE INTERACTION WITH PEERS, PUBLIC AND STUDENTS

1. Cooperates with public and staff. 2. Treats the public, staff, and students with respect. 3. Promotes respect and collaboration.

Performance Level:  1  2  3  4  5

### II. ATTENDANCE/PUNCTUALITY

1. Is rarely absent. 2. Arrives on time. 3. Returns from breaks and lunch on time.

Performance Level:  1  2  3  4  5

### III. WORK ATTITUDE

1. Maintains a flexible attitude toward changes in routine and responsibilities. 2. Communicates pertinent information to others.

Performance Level:  1  2  3  4  5

### IV. EFFECTIVE USE OF TIME/MEETS DEADLINES

1. Manages work efficiently. 2. Understands priorities in job and plans accordingly.

Performance Level:  1  2  3  4  5

### V. INITIATIVE

1. Asks questions when task is not understood. 2. Sees things to do without being told. 3. Learns and applies new ideas, procedures and techniques.

Performance Level:  1  2  3  4  5

### VI. SKILL ENHANCEMENT (Workshops, committees, courses, to improve skills) (Narrative)

### VII. LEADERSHIP

Ability to lead and train others and to get results through teamwork. Ability to communicate.

Performance Level:  1  2  3  4  5

### VIII. PLANNING AND ORGANIZATION

Organizes and plans work effectively; makes sound decisions; plans for long-range results.

Performance Level:  1  2  3  4  5

## Part 3. OVERALL EMPLOYEE RATING SUMMARY

Summarize the employee against the total requirement of his/her job:

Performance Level:  1  2  3  4  5

*Ratings of 1 or 5 must be substantiated by supporting observation and examples.*

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**Part 4. Employment Recommendation**

FOR PERMANENT EMPLOYEES ONLY

- Retention in position at current salary step       Placement at the next salary step, if applicable  
 Retention under special conditions                       Non-retention  
*(See Recommendation below)*

FOR PROBATIONARY EMPLOYEES ONLY

- Continue in probationary status *(3 month evaluation only)*  
 Extend probationary status \_\_\_\_\_ Number of Months *(Pending written approval of President)*  
 Do not recommend Permanent Status

**COMMENDATION:**

**\*RECOMMENDATION:**

**EMPLOYEE COMMENTS IF ANY:**

**Part 5. Signatures**

\_\_\_\_\_  
Signature of Evaluator                      Date                      Signature of Employee                      Date

*It is understood that in signing this form the employee acknowledges having seen and discussed the report. The employee's signature does **not necessary imply agreement** with the conclusion of the evaluator. (Employee comments must be submitted to Personnel Services within ten (10) days)*

\_\_\_\_\_  
Signature of Reviewing Administrator      Date

**DISTRIBUTION:**

- Human Resources
- Evaluator
- Employee