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 (661) 336-5100

- Confidential
- Classified Administrator
- Educational Administrator
- Manager/Supervisor

- Bakersfield College
- Cerro Coso Community College
- District Office
- Porterville College

Report of Confidential and Management Employee Evaluation

Employee's Name		Date
Job Title		
Section I. Evaluation Components (please attach)	Section II. Performance (see back for definitions)	
<input type="checkbox"/> Survey Responses Summary <input type="checkbox"/> Self Assessment, including Accomplishments and Goals <input type="checkbox"/> Job Description <input type="checkbox"/> Other	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory	
Section III. Written Evaluation		

Employee: *I certify that this report has been discussed with me and that I am aware it will be placed in my official personnel file. I understand my signature does not necessarily indicate agreement. I also understand that I have ten (10) working days to respond in writing to any material in this report and that my response will be attached to this report. (See **Policy 6E9, Rights for Reconsideration.**)*

Employee's Signature	Date
Supervising Administrator's Signature	Date
College President/Designee's Signature	Date
Chancellor's/Designee's Signature	Date
Comments (Chancellor or College President)	

Performance Definitions

Satisfactory—The performance is identified as “satisfactory” if performance standards and expectations are met or exceeded during the evaluation period.

Needs Improvement—If the immediate supervisor identifies the evaluatee’s performance as “needs improvement” goals for improvement and an appropriate timeline shall be established for demonstrated improvement to occur. This timeline for improvement is not to exceed one (1) year. At the end of the designated timeline, a follow-up evaluation shall occur.

Unsatisfactory—If the immediate supervisor determines that the employee’s job performance is unsatisfactory, the Chancellor or College President will recommend termination. (See Policy 6E9, Rights for Reconsideration.)



Mark as shown: Please use a ball-point pen or a thin felt tip. This form will be processed automatically.

Correction: Please follow the examples shown on the left hand side to help optimize the reading results.

1. Mission and Commitment

	Outstanding	Exceeds Job Requirements	Fully Competent	Needs Improvement	Unsatisfactory	N/A
1.1 Demonstrates commitment to organization's mission and values.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2 Is respectful of all levels of the organization.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. Personal Characteristics

	Outstanding	Exceeds Job Requirements	Fully Competent	Needs Improvement	Unsatisfactory	N/A
2.1 Acts with integrity and strives for fairness in decisions and treatment of people.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.2 Deals with people in an open straightforward way.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.3 Builds relationships on trust and respect.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Customer Focus

3. Customer Focus [Continue]

	Outstanding	Exceeds Job Requirements	Fully Competent	Needs Improvement	Unsatisfactory	
3.1 Researches and analyzes issues thoroughly; solicits input from others key to issue.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A <input type="checkbox"/>
3.2 Exercises good judgment; formulates sound recommendations and conclusions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3 Represents organization in a positive and professional manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Teamwork

	Outstanding	Exceeds Job Requirements	Fully Competent	Needs Improvement	Unsatisfactory	
4.1 Uses appropriate methods and a flexible interpersonal style to help foster a cohesive team.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A <input type="checkbox"/>
4.2 Actively participates as a team member to move team forward toward completion of goals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. Continuous Improvement

5. Continuous Improvement [Continue]

	Outstanding	Exceeds Job Requirements	Fully Competent	Needs Improvement	Unsatisfactory	N/A
5.1 Originates action to improve existing conditions and processes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2 Uses appropriate methods to identify opportunities, implement solutions, and measure impact.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. Developing Others

	Outstanding	Exceeds Job Requirements	Fully Competent	Needs Improvement	Unsatisfactory	N/A
6.1 Develops and communicates clear, realistic performance expectations, monitors the work, and knows when to be hands-on.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2 Provides fair, consistent, timely, and specific feedback to challenge people to achieve their potential and know where they stand.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3 Recognizes the need for institutional change and accepts constructive criticism.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.4 Demonstrates openness to new approaches and solutions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. Strategic Agility

7. Strategic Agility [Continue]

	Outstanding	Exceeds Job Requirements	Fully Competent	Needs Improvement	Unsatisfactory	N/A
7.1 Exercises judgment in building realistic solutions to problems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.2 Uses systematic decision making process to get at the real issues.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.3 Adjusts to multiple demands, shifting demands, ambiguity, and change in order to work effectively in a variety of situations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8. Comments

8.1 Other comments

8.2 Areas of Strength

8. Comments [Continue]

8.3 Areas where improvement is needed

9.