



2100 Chester Avenue  
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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		
<b>Section I. Evaluation Components</b> (please attach)	<b>Section II. Performance</b> (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	
<b>Section III. Written Evaluation</b>		

**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 10E9**, Rights for Reconsideration.)*

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

## 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 10E9, Rights for Reconsideration.)