



2100 Chester Avenue
 Bakersfield, CA 93301-4099
 (661) 336-5100

- Classified Administrator
- Educational Administrator
- Manager/Supervisor

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

Report of 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"/> Outstanding <input type="checkbox"/> Exceeds Job Requirements <input type="checkbox"/> Fully Competent <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 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
Comments (Chancellor or College President)	

Performance Definitions

Outstanding (5)—Consistently performs above the job expectations, continuously producing high quality results.

Exceeds Job Requirements (4)—Often performs above the job expectations, often producing high quality results.

Fully Competent (3)—Employee successfully performs all essential job functions on a continuous basis. May occasionally exceed performance expectations. An employee who is new in a position, but who has not yet become fully competent may still be rated a “3” if they are progressing at expected levels.

Needs Improvement (2)—Usually successfully performs most job functions. May occasionally not meet some performance expectations.

Unsatisfactory (1)—Employee may meet some requirements of the job; however, one or more primary job functions need improvement. A follow-up appraisal must be given in three (3) months. Two consecutive ratings at this level may be grounds for dismissal.