



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

Employee Goals Matrix

Employee's Name		Job Title	Date
Position – Goal	Linkages	Measurable Expected Outcome	Completion Date
1.			
2.			
3.			
4.			
5.			



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JOB DESCRIPTION / PERFORMANCE EVALUATION FORM MANAGEMENT EMPLOYEE

EMPLOYEE NAME:	POSITION TITLE:
REPORTS TO: (TITLE)	DEPARTMENT NAME:

Job Summary

Under the direction of

JOB PERFORMANCE DEFINITIONS

- 5 Outstanding.**
 Consistently performs above the job expectations, continuously producing high quality results.
- 4 Exceeds Job Requirements.**
 Often performs above the job expectations, often producing high quality results.
- 3 Fully Competent.**
 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.
- 2 Needs Improvement.**
 Usually successfully performs most job functions. May occasionally not meet some performance expectations.
- 1 Unsatisfactory.**
 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.

LEADERSHIP COMPETENCIES

Management Employees will perform their job in a manner which demonstrates the following Kern Community College District Leadership Competencies:	EVALUATION				
1. Mission and Commitment	5	4	3	2	1
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"/>
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"/>
2. Personal Characteristics	5	4	3	2	1
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"/>
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"/>
2.3 Builds relationships on trust and respect.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Customer Focus	5	4	3	2	1
3.1 Makes customers and their needs a primary focus.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2 Is dedicated to meeting the expectations of internal and external customers.	<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"/>
4. Teamwork	5	4	3	2	1
4.1 Uses appropriate methods and a flexible interpersonal style to help build a cohesive team.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<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"/>
5. Continuous Improvement	5	4	3	2	1
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"/>
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"/>
6. Developing Others	5	4	3	2	1
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"/>
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"/>

Leadership Competencies (continued)						
7. Change Leadership		5	4	3	2	1
	7.1 Recognizes the need for change and accepts constructive criticism.					
	7.2 Demonstrates openness to new approaches and solutions.	<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"/>
8. Strategic Agility		5	4	3	2	1
	8.1 Exercises judgment in building realistic solutions to problems.					
	8.2 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"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

MAJOR FUNCTIONS

	MAJOR FUNCTIONS	EVALUATION				
		5	4	3	2	1
1	Specific to job description.					
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Specific to job description.					
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Specific to job description.					
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Specific to job description.					
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Specific to job description.					
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Specific to job description.					
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Specific to job description.					
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS

Areas of strength

Areas where improvement is needed

Other comments

~~Draft – January 20, 2011/dr~~
~~July 6, 2011/av~~
~~October 26, 2011~~
November 8, 2011/dr