Sample Classified Staff Evaluations

Kern Community College District 2100 Chester Avenue Bakersfield, CA 93301-4099

Classified Personnel Performance Evaluation Report

	Bakersfield College
2	Cerro Coso College

☐ Porterville College
☐ District Office

Please use ink or typewriter for final markings

Empl	oyee'	s Na	ame				S	ocial Security Number		
Classification Administrative Assistant					ministrative Assistant		C	Due Date 11/1/23		
Type of Evaluation:					uation:	ary) ☐ Final (Probationary) ☐ Annual ☐ Unscheduled				
A	B C D E Section A					Section BRecord job strengths and superior performance incidents				
Not Satisfactory	Requires Improvement	Meets Standards	Exceeds Standards	Does Not Apply	Factor Check List		Record progress leved in ance, for personal, or job qu	attaining previously set goals for improved lalifications.		
		1			IObservation of work hours	See allached				
		1			2Attendance	İ				
		1			3Compliance with rules	Ī				
		✓			4Safety practices	<u> </u>				
		√			5Public contacts	Section D-	Record specific goals or imp	rovement programs to be undertaken during		
			1		6Student contacts	next evaluatio	n period			
			1		7Staff contacts	See attached				
		✓			8Knowledge of work					
		✓			9Work judgements	İ				
		√			10Planning and organizing	Ĭ				
		1			I IJob skill level					
		√			12Quality of work	Section E-	Record specific work perform	mance deficiencies or job behavior requiring		
		✓			13Volume of acceptable work	improvement	or correction (Explain checks	in column A)		
		✓			14Work coordination	Ī				
		✓	ľ		15Meets deadlines	Ī				
		1			16Accepts responsibility	Ī				
			1		17Accepts direction					
			✓		18Accepts change					
		✓			19Effectiveness under stress	Summary I	Evaluation [Check () ov	erall performance]		
		✓			20Initiative	□ Not Satisfac	☐ Not Satisfactory ☐ Requires Improvement ☐ Effective Meeting Standards			
		✓			21Appearance of work station	☐ Exceeds Sta				
		✓			22Operation & care of equipment	- Exceeds 3ta	ildai ds			
			Ш	A	dditional Factors	Rater cer	tify that this report represent	ts my best judgement. 🗆 I do 🗀 I do not		
					23	recommend to	nis employee be granted pem	nanent status. (For final probationary reports		
					24	only)				
					25	Rater's Signatu	ine.	Date . /		
					26	Lane.	Man	Date 2/2//74		
					27	Tul		-/-//		
					28	Vice P	esident, Instruction			
					29					
Re	vie	w	er	(If r	none, so indicate)		Employee: I certify	that this report has been discussed with me. I		
Reviewer's Signature Title						Date understand my signature does not necessarily indicate agreement. I understand that I have ten (10) working day to respond in writing to any derogatory material in this report and that my response will be attached to this report. (Please place comments on a separate sheet				
Reviewer's Signature Title					ure	Date	of paper and attach to t	2/2/=24		
								,		



Section B—Record job strengths and superior performance incidents

In her first year as Administrative Assistant in the Office of Instruction, gained a deeper understanding of the college's institutional processes around instruction and learned her role in making these processes run smoothly. What brings to the position is a calm, competent, kindly demeanor that helps her deal effectively with students, faculty, staff, and administrators. In this year in particular, she has also had to learn all of the tasks, workflows, forms, and responsibilities of the office of instruction and has been very gracious about accepting direction and very willing to accept change.

Section C—Record progress achieved in attaining previously set goals for improved work performance, for personal, or job qualifications.

Although this is her first year and there are no previously set goals for this position per se, increased her knowledge, skills, and accesses in Banner and purchasing functions. She accepted a higher level of purchasing responsibilities. She increased her budget management knowledge and skills by learning to manage several budgets for the instruction office team (not just the vice president supports the dean of letters and sciences and the institutional research office). She survived the firehose that is learning all the processes that support faculty and their students in an instructional capacity. In addition, has assisted in the revival of the Classified Senate and taken on the role of VP. In October of 2023, she completed the Accessibility Basics Course.

Section D—Record specific goals or improvement programs to be undertaken during next evaluation period.

Over the next year, hopes to achieve the following goals and improvements:

- Work through the WebAIM Accessible Documents course through USU, scheduled for completion in December 2023.
- 2. Improve organization and access to working documents by moving files in her U:drive to online folders in Microsoft 360 and Teams—this is an Office of Instruction goal
- 3. Continue to work on her professional development by completing 2 courses in the CCC Vision Resource Center by December 2024.

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Classified Personnel **Performance Evaluation Report**

	Bakersfield College
◩	Cerro Coso College
	Porterville College
	District Office

Please use ink or typewriter for final markings

Employee's Name								Social Security Number	er		
Classification								Due Date			
Classification Educational A					Educational A	dvisor		Due Date			
Type of Evaluation: First (Probationary						ary) 🗹 Final (Pr	nal (Probationary)				
Α	В	С	D	E	Section A	Section BRe	on BRecord job strengths and superior performance incidents				
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٥r٧	mer	Standards	ard	امر	Factor Check List						
fact	ove	nda	and	Ā							
atis	ď	Sta	St	Š	(Immediate Supervisor						
Not Satisfactory	- L	Meets	ed	Does Not Apply	must check each factor in the appropriate column)						
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	Requires Improvement		_			work performand	e, for personal, or job o	qualifications.			
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		×			IObservation of work hours						
		×			2Attendance						
		×			3Compliance with rules						
	-	×			4Safety practices	Section DPo	cord specific goals or im	provement progra	ms to	ho undertaken during	
			×		5Public contacts	next evaluation p		provement progra	iiis to	be under taken during	
	\dashv		×		6Student contacts	next evaluation p	eriod				
	\dashv	×			7Staff contacts	1					
		<u>×</u>			8Knowledge of work	-					
		×			9Work judgements 10Planning and organizing	•					
		×			I I Job skill level	1					
		<u> </u>			12Quality of work	Section ERe	cord specific work perfo	rmance deficiencie	es or jo	b behavior requiring	
		×			I3Volume of acceptable work	improvement or	correction (Explain check	ks in column A)			
		×			I4Work coordination						
		×			I5Meets deadlines	1					
		×			16Accepts responsibility	1					
		×			17Accepts direction						
		×			18Accepts change						
		×			19Effectiveness under stress	Summary Eva	aluation [Check (🗸) o	verall performance]	1		
	\dashv	×			20Initiative	□ Not Satisfactor	y Requires Improver	ment 🗹 Effective	Meetii	ng Standards	
		×			21Appearance of work station	☐ Exceeds Standa	ırds				
	x 22Operation & care of equipment					Botom I comit	*h-* *h-:			Alda Dida nat	
			1	AC	Iditional Factors		that this report represer employee be granted per				
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\dashv	\dashv				26	Rater's Signature				Date	
					27						
					28	Title					
					29	Director of	Counseling & Student	Success			
Re	vie	w	er	(If n	one, so indicate)	•	Employee: certify	y that this report h	nas bee	en discussed with me. I	
				Date	understand my signatu						
						Jul 22, 2024					
Title						,	any derogatory materio				
Vice President, Student Services				len	at Student Services		attached to this report.	•			
<u> </u>					<u>-</u>	D		and attach to this report.)			
Reviewer's Signature					ire	Date		. ,			
							Employee's Signature			Date	
Title										Int 33 3034	
										Jul 22, 2024	

evaluation continued (7/9/2024):

Section B--Record job strengths and superior performance incidents

began as an Educational Advisor at the IWV campus in January 2024. He is working with the general student population and is also the dedicated military and veteran's advisor. is personable and can easily develop rapport with students and staff. has been actively participating in training for his position, asks appropriate questions, and engages in activities to further learn advising practices. He has been quick to learn many of the general advising activities required of an EA, and continues to further his development to learn more complex tasks.

has connected with A&R to partner in efforts for Military & Veterans Affairs and participated in several outreach activities this Spring for the college and local high schools. He is enthusiastic about his position, professional development, and participating in activities presented to him.

is continuing to further develop his knowledge and expertise in advising students and processes for the department. He is generally quick to learn and ask questions when needing further information. He is a valued addition to the counseling department.

Section C--Record progress achieved in attaining previously set goals for improved work performance, for personal, or job qualifications

Working on initial goals listed below.

Section D--Record specific goals or improvement programs to be undertaken during next evaluation period

Goal 1: Continue to build knowledge and understanding of advising practices, Cerro Coso programs, policies, and procedures to effectively advise students around military and veteran's advising, course registration, student success and retention activities, and education planning. This can be achieved through self-study, meeting with counselors, advisors, and the director, shadowing, and professional development.

Goal 2: Participate in college's Credit for Prior Learning workgroup and activities. Assist Director with department activities as it relates to Credit for Prior Learning.

Goal 3: Assist with the re-establishment and coordination of the Veteran's Club and participate in club meetings and activities.