



SAN LUIS OBISPO COUNTY COMMUNITY COLLEGE DISTRICT

**Vice President, Director, Associate Director, Manager, Supervisor
Employee Performance Review**

EMPLOYEE INFORMATION	
Name	Banner ID
Job Title	Date of Review
Department/Division	Supervisor
Review Period	to

Employee Goals/Narrative:

PERFORMANCE REVIEW: *Ratings of *unsatisfactory* and *needs improvement* require a comment/explanation of the review *and* an improvement plan. Please attach an additional detailed improvement plan addressing how the employee can improve to a satisfactory level.

Leadership and Supervision				
Accepts responsibility for own work; develops trust and credibility, demonstrates honest and ethical behavior. Coaches, evaluates, develops, inspires people, sets expectations, recognizes achievements, manages conflict, aligns performance goals with District goals, provides feedback, team builder, group leadership, appropriately delegates. Promotes professional development within the department.				
Employee Self-evaluation				
<input type="checkbox"/> Unsatisfactory*	<input type="checkbox"/> Needs Improvement*	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Above Satisfactory	<input type="checkbox"/> Excellent
Comment:				
Supervisor Evaluation				
<input type="checkbox"/> Unsatisfactory*	<input type="checkbox"/> Needs Improvement*	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Above Satisfactory	<input type="checkbox"/> Excellent
Comment:				
Actionable Improvement Plan:				



SAN LUIS OBISPO COUNTY COMMUNITY COLLEGE DISTRICT

Professional Performance

Strives for efficient, effective, high quality performance in self and the department; delivers timely and accurate results; resilient when responding to unexpected situations that are not going well, takes initiative to make improvements. Makes clear, consistent, transparent decisions; acts with integrity in all decision making; distinguishes relevant from irrelevant information and makes timely decisions.

Employee Self-evaluation

Unsatisfactory*
 Needs Improvement*
 Satisfactory
 Above Satisfactory
 Excellent

Comment:

Supervisor Evaluation

Unsatisfactory*
 Needs Improvement*
 Satisfactory
 Above Satisfactory
 Excellent

Comment:

Actionable Improvement Plan:

Interpersonal/Communication Skills

Motivates and works effectively with co-workers within the office/work area and the college. Connects with peers, subordinates and customers; actively listens, clearly and effectively shares information, and demonstrates effective oral and written communication skills. Cooperates and collaborates with colleagues as appropriate; works in partnership with others.

Employee Self-evaluation

Unsatisfactory*
 Needs Improvement*
 Satisfactory
 Above Satisfactory
 Excellent

Comment:

Supervisor Evaluation

Unsatisfactory*
 Needs Improvement*
 Satisfactory
 Above Satisfactory
 Excellent

Comment:

Actionable Improvement Plan:



SAN LUIS OBISPO COUNTY COMMUNITY COLLEGE DISTRICT

Professional Knowledge Base

Performs key responsibilities as articulated in the job description. Understands the big picture and aligns priorities with broader goals, measures, and outcomes. Keeps current in skills/knowledge, industry standards and federal mandates.

Employee Self-evaluation

Unsatisfactory*
 Needs Improvement*
 Satisfactory
 Above Satisfactory
 Excellent

Comment:

Supervisor Evaluation

Unsatisfactory*
 Needs Improvement*
 Satisfactory
 Above Satisfactory
 Excellent

Comment:

Actionable Improvement Plan:

Achievement of Learning Outcomes / Institutional Effectiveness

Measures outcomes, uses feedback to changes as needed, evaluates alternatives, solutions oriented. Demonstrates integrity, accountability and efficient leadership to meet administrative or learning outcomes.

Employee Self-evaluation

Unsatisfactory*
 Needs Improvement*
 Satisfactory
 Above Satisfactory
 Excellent

Comment:

Supervisor Evaluation

Unsatisfactory*
 Needs Improvement*
 Satisfactory
 Above Satisfactory
 Excellent

Comment:

Actionable Improvement Plan:



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Timely and Effective Evaluation of Direct Reports

Provides feedback to employees regarding performance by way of the evaluation process in a timely manner consistent with Human Resources and Board Policy.

Employee Self-evaluation

Unsatisfactory*
 Needs Improvement*
 Satisfactory
 Above Satisfactory
 Excellent

Comment:

Supervisor Evaluation

Unsatisfactory*
 Needs Improvement*
 Satisfactory
 Above Satisfactory
 Excellent

Comment:

Actionable Improvement Plan:

Budget Management

Prepares accurate budget projections. Able to operate effectively within budget allocation. Uses innovative methods to leverage allocations.

Employee Self-evaluation

Unsatisfactory*
 Needs Improvement*
 Satisfactory
 Above Satisfactory
 Excellent

Comment:

Supervisor Evaluation

Unsatisfactory*
 Needs Improvement*
 Satisfactory
 Above Satisfactory
 Excellent

Comment:

Actionable Improvement Plan:



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Overall Evaluation by Supervisor

<input type="checkbox"/> Unsatisfactory*	<input type="checkbox"/> Needs Improvement*	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Above Satisfactory	<input type="checkbox"/> Excellent
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Supervisor Narrative:

Employee Comments:

Signature by the employee indicates he or she has read the performance evaluation and has received feedback from his or her supervisor. Signature does not indicate agreement with the performance evaluation. The employee has 10 days following the signature date below to submit a written statement, which will be attached to this evaluation form and placed in the personnel file.

Supervisor

Date

Employee

Date