



SAN LUIS OBISPO COUNTY COMMUNITY COLLEGE DISTRICT

CONFIDENTIAL EMPLOYEE PERFORMANCE EVALUATION PROCESS

Purpose

The purpose of conducting the *Confidential Employee Performance Evaluation* is to

- Encourage communication between the confidential employee and supervisor
- Improve the employee's performance among all Confidential Employee Performance Factors
- Increase the employee's productivity
- Support and promote employee development

Instructions

The *Confidential Employee Performance Evaluation* requires ratings by the employee and his or her supervisor regarding actual performance of **Essential Functions** in the job description since the last evaluation.

1. The supervisor shall review previous performance evaluations and note strengths and areas for development. How has the employee progressed? What were the established goals? What training or other development efforts were undertaken?
2. The supervisor shall review the Essential Functions of the employee's job description prior to beginning this process.
3. The supervisor shall review the **Confidential Employee Performance Factors** carefully along with the **Performance Expectations** and the **Performance Rating Categories**.
4. The supervisor notifies the confidential employee at least two weeks prior to the evaluation is due so the confidential employee may complete the self-evaluation forms. This includes the *Confidential Employee Self-Evaluation Worksheet* (an optional supplement to the evaluation process intended to prepare the confidential employee for the performance evaluation including developing responses to the Confidential Employee Performance Evaluation) and the '**Employee Self-Evaluation**' and '**Employee Narrative**' sections of the *Confidential Employee Performance Evaluation*. At this time the supervisor shall provide the date the self-evaluation is due.
5. Once the self-evaluation is received, the supervisor shall complete the evaluation of the employee's performance.
 - a. The supervisor must provide specific comments with observations and examples for all "Exceptional" and "Unsatisfactory" ratings in the Supervisor Narrative section. Additionally, ratings of "Unsatisfactory" and "Needs Improvement" must include an improvement plan addressing how the employee can improve to a satisfactory level.



SAN LUIS OBISPO COUNTY COMMUNITY COLLEGE DISTRICT

- b. The supervisor should include information on the confidential employee's overall performance including (1) areas of strength (2) areas for development (3) areas for improvement (4) areas where unique or extraordinary factors contribute to the evaluation.
6. The supervisor reviews the evaluation and the self-evaluation with the appropriate administrator prior to meeting with the confidential employee.
7. The supervisor and employee meet and discuss the evaluation. This should include progress made on goals and objectives, performance of major position responsibilities, and the self-evaluation. In this meeting the employee and supervisor also review the position description, and discuss commendations, recommendations, and expectations and goals for the next rating period. The supervisor ensures the employee understands the right to respond.
8. The employee signs the form and may make 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 ten (10) days following the signature date to submit a written statement.
9. If the employee prefers not to sign for any reason, the supervisor shall indicate by writing, "the employee elected not to sign".
10. The supervisor provides the employee with a copy of his or her evaluation and provides the original evaluation to Human Resources.

Confidential Employee Performance Factors and Performance Expectations

Job Knowledge - The degree to which the work product indicates an understanding of all required work duties. Possesses current professional/technical knowledge and skills required to perform the job effectively.

Planning and Organization - Work is organized efficiently and effectively; time and materials are used judiciously; able to prioritize.

Judgment - The degree to which decisions evidence reason, logic, and common sense. Anticipates and resolves issues. Problem-solving ability. Maintains confidentiality. Adheres to district policy and procedure.

Work Quality - Work is thorough, neat, and accurate. The degree to which work adheres to established practice. Sets high standards. Continuously strives for excellence in the quality of work, and excellence in products produced.

Initiative and Creativity - Enterprise and determination to improve processes and to increase professional competency. Is a self-starter. Works independently with little or no direction. Suggests new ideas in an effort to improve methods.



SAN LUIS OBISPO COUNTY COMMUNITY COLLEGE DISTRICT

Communication / Listening Skills - Able to clearly convey, persuade, negotiate information and ideas, policies, and procedures in written form and to groups or individuals. Adjusts message appropriately to the audience. Respects and is considerate of the values, ideas, and perspectives of others.

Reliability - The degree to which others can rely on the employee to complete tasks reliably and on time. Meets attendance requirements. Responsible for one's own conduct. Honors commitments.

Performance Rating Categories

5 = Exceptional: The employee consistently exceeds expectations for responsibilities and objectives, skills and abilities, and commitment required for the job. He or she possesses superior knowledge of major aspects of the total job and has experience in each area. He or she demonstrates superior knowledge and ability to take initiative and improve processes and efficiency resulting in positive impact on the department or organization. *NOTE: Ratings of 'Exceptional' must be based on supporting observations and examples.*

4 = Highly Effective: The employee frequently exceeds expectations for responsibilities and objectives, skills and abilities and job knowledge. Seeks to enhance or increase skills, makes recommendations, or offers solutions to improve processes.

3 = Effective: The employee has met established expectations for responsibilities and objectives of the position. Employee demonstrates requisite skills, ability, knowledge, and commitment for the job.

2 = Needs Improvement: The employee does not always meet the responsibilities and objectives of the job. He or she demonstrates some of the requisite skills, abilities, and knowledge to do the job, but additional training and/or commitment is required. The employee may still be learning the job and/or the willingness to develop or improve requisite skills, or knowledge may be in question. *NOTE: Ratings of 'Needs Improvement' must include an improvement plan addressing how the employee can improve to a satisfactory level.*

1 = Unsatisfactory: Responsibilities of this position have not been met. The employee does not demonstrate the necessary knowledge, skills, abilities, and commitment required for the position. *NOTE: Ratings of 'Unsatisfactory' must be based on supporting observations and examples and include an improvement plan addressing how the employee can improve to a satisfactory level.*