

REPORT OF EMPLOYEE PERFORMANCE

UNIT 4 -- ACADEMIC SUPPORT

CSU Campus - Bakersfield



NAME	EMPLOYEE ID	DEPARTMENT	CLASSIFICATION

FROM:		TO:	
RATING PERIOD			

Type of Evaluation: ☐ ANNUAL ☐ TEMPORARY

☐ PROBATIONARY ☐ SPECIAL

SECTION A - Evaluation Criteria						SECTION C	Record PROGRESS ACHIEVED in attaining goals established during previous rating period.	
1	2	3	4	5	1 = UNACCEPTABLE 2 = BELOW EXPECTATIONS 3 = MEETS EXPECTATIONS 4 = EXCEEDS EXPECTATIONS 5 = OUTSTANDING			
					Quality of Work	SECTION D	Record specific REQUIRED IMPROVEMENT or CORRECTION needed in performance or behavior.	
					Quantity of Work			
					Professional Judgment *			
					Contributions to Campus/CSU/Community*	SECTION E	Record GOALS or IMPROVEMENT PROGRAMS established for next performance period.	
*Per provision 18.1.A of the Collective Bargaining Agreement: Professional judgment includes professional responsibility, attendance abuse, and working relationships. Contributions include those to the community, which are directly related to the employee's work assignment.								
SECTION B Utilizing the criteria above, record JOB STRENGTHS and superior performance. (See Page 3 for more space, if necessary, for Sections B-E.)						SECTION F	For PROBATIONARY EMPLOYEES :	
						☐ Permanent Status Recommended (To be determined in conjunction with final probationary evaluation.) ☐ Permanent Status Not Recommended (To be determined not later than the final probationary evaluation in accordance with the INSTRUCTIONS FOR COMPLETION on Page 1.)		
						EVALUATOR		
						(Signature)	(Title)	(Date)
						REVIEWING OFFICER		
						(Signature)	(Title)	(Date)
This review is based on ☐ direct observation or supervision of the employee's work since the last performance evaluation... and/or... ☐ the content of the employee's personnel file. (Per provision 18.1.B of the Collective Bargaining Agreement)						Date draft given to employee for review:		
1	2	3	4	5	1 = UNACCEPTABLE 2 = BELOW EXPECTATIONS 3 = MEETS EXPECTATIONS 4 = EXCEEDS EXPECTATIONS 5 = OUTSTANDING	COMMENTS:		
☐	☐	☐	☐	☐	OVERALL EVALUATION Record Overall Performance			
EMPLOYEE'S SIGNATURE OR ACKNOWLEDGEMENT:							DATE:	

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SECTION B (continued) Record **JOB STRENGTHS** and superior performance.

SECTION C (continued) Record **PROGRESS ACHIEVED** in attaining goals established during previous rating period.

SECTION D (continued) Record specific **REQUIRED IMPROVEMENT** or **CORRECTION** needed in performance or behavior.

SECTION E (continued) Record **GOALS** or **IMPROVEMENT PROGRAMS** established for next performance period.

COMMENTS (continued)