

California State University, Sacramento
Staff Performance Evaluation
(Supervisor to Complete Sections I, II, III, IV and V)

Name: _____

Classification: _____

Department: _____

Bargaining Unit: _____

Annual By Request Probationary First Probationary Second Probationary Third

Period Covered: From: _____ To: _____

Date Draft Given to Employee for review: _____ Date Returned by Employee: _____

***To Be Completed within 5 days.**

SECTION I: Job Description

Is the employee's position description and list of essential functions current? Yes No If no, the position description should be revised and copies submitted to the HR/Classification Unit within 30 days.

SECTION II: Performance Factors Please check only one box.

1. QUANTITY

UNSATISFACTORY	NEEDS IMPROVEMENT	SATISFACTORY	VERY GOOD	EXCELLENT
Workgroup objectives and priorities are not met. Minimal planning without considering objectives, priorities or standards.	Work plans and daily work are inconsistent with work group objectives and priorities.	Amount of work compares to quantity standards and goals for the position. Is considered productive, utilizing time well by performing other jobs related to tasks that may arise unexpectedly. Completes all work assigned in a timely manner.	Plans in detail, considers objectives, priorities, and interrelations between tasks required. Independently makes adjustments to meet work group needs. Produces beyond the average expectations.	Planning is exceptionally complete; objectives clearly accomplished; spots potential problems; follows up effectively. Output consistently exceeds what is expected.
Comments: _____				

2. QUALITY

UNSATISFACTORY	NEEDS IMPROVEMENT	SATISFACTORY	VERY GOOD	EXCELLENT
Does not set personal standards nor accept responsibility for quality or work; satisfied with work of minimum quality. No follow through.	Recognizes the need for quality work; may produce quality work on some aspects, but not the entire job.	Uses methods, which enhance quality of work. Work is accurate, thorough, well organized and effective. Follows through on assignments and completes them in a timely fashion. Work compares to quality standards and goals for the position.	Sets high personal standards for quality work; strives for high quality work in completing assignments. Work is virtually error free.	Sets exceptionally high personal standards for quality of work in all aspects of the job; puts forth extra effort to ensure high quality work.
Comments:				

3. ORGANIZATION/TIME MANAGEMENT

UNSATISFACTORY	NEEDS IMPROVEMENT	SATISFACTORY	VERY GOOD	EXCELLENT
Is not organized; does not meet deadlines; does not establish priorities.	Works to meet most tasks. Unsuccessful in attempts to organize work and set appropriate priorities independently.	Within the context of the job, anticipates conditions in advance and/or obstacles to task accomplishments and takes appropriate action. Able to establish priorities in the face of heavy workloads. Effective in the organization of work and management of time. Understands and contributes to department mission.	Anticipates needs well. Contributes beyond the routine. Can be relied upon to go the extra measure to meet needs. Serves as a resource to others.	Consistently aware of needs and works to meet the unexpected. Participates in improving service to the highest level. Serves as a model to co-workers.
Comments:				

4. JOB KNOWLEDGE

UNSATISFACTORY	NEEDS IMPROVEMENT	SATISFACTORY	VERY GOOD	EXCELLENT
Knowledge is limited to certain areas; insufficient to handle most tasks.	General knowledge is sufficient only to handle most routine tasks. More knowledge is required to perform effectively.	Has the ability to perform the job. Is effective in evaluating problems and developing technically sound solutions. Presents workable recommendations. Demonstrates skills, knowledge, good judgement, and proficiency in performance of duties and assignments. Continues to update skills.	Anticipates well. Contributes beyond the routine. Possesses the knowledge to address and handle non-routine issues/problems.	Consistently aware of needs and works to meet the unexpected. Can be relied upon to handle any assignment, including the most complex.
Comments:				

5. WORKING WITH OTHERS

UNSATISFACTORY	NEEDS IMPROVEMENT	SATISFACTORY	VERY GOOD	EXCELLENT
Indifferent toward work objectives and assisting others; may place work group objectives behind personal or social objectives; may be a source of conflict.	Gets along fairly well with supervisors and peers; works to achieve most group objectives. Improvement needed to perform effectively.	Enjoys good relations with others. Capable of obtaining cooperation and achieving results with and through others. Participates in and encourages teamwork. Demonstrates sensitivity to the needs of others. Treats co-workers and customers with respect and courtesy. Shows appreciation for diversity. Understands relationships between own work and work of others.	Respects and is respected by others; regularly provides assistance; reinforcement and support to others. Working relationships contribute to a positive environment.	Strong positive force in work group morale; provides appropriate assistance and support to others, even in times of high work volume; can be counted on to maintain a positive working relationship. Inspires teamwork and increased efforts by others.
Comments:				

6. ORAL/WRITTEN COMMUNICATION

UNSATISFACTORY	NEEDS IMPROVEMENT	SATISFACTORY	VERY GOOD	EXCELLENT
Difficult to discern the meaning of written communications because of errors, incomplete or disorganized presentation of ideas, and/or the inclusion of incorrect or irrelevant information. Unclear, may be rambling and lacking proper emphasis; does not listen and respond to the point.	Writing is generally acceptable, however, should strive to improve overall writing quality. Generally clear and to the point; may have some difficulty explaining complex points when questioned.	Provides clear, concise, and effective oral and/or written communications. Checks for understanding and effectively listens to the ideas and suggestions of others. Keep co-workers adequately informed. Effectively conducts and/or participates in meetings.	Regularly prepares documents that are very clear, logical and complete. Defends points well when questioned. All communication is precise and includes appropriate detail. Skills are advanced.	Writing is organized, succinct, prepares non-routine communication on complex subjects; can adapt writing style depending on objectives and intended readers of the communication. Exceptionally clear and convincing oral communications; maintains logic and clarity of communications in pressure situations.
Comments:				

7. INITIATIVE

UNSATISFACTORY	NEEDS IMPROVEMENT	SATISFACTORY	VERY GOOD	EXCELLENT
Takes action only when instructed; must be prodded to keep working.	Does assigned tasks. Accepts responsibility only for regular duties when necessary.	Willingly seeks or accepts new challenges and assignments. Demonstrates self-reliance by taking independent action in making improvements, identifying and correcting	Contributes to change. Applies efforts to making changes work effectively. Demonstrates initiative in a regular and effective manner.	Generates ideas for change. Provides input and moves ideas forward effectively. Initiative is consistent, enhances the position, department, etc.

		errors, and initiating work activities. Makes suggestions and/or exercises inventive solutions to problem resolution and task accomplishments. When appropriate, resolves controversial issues, complaints, or problems without referral to a higher source.		
Comments:				

8. ADAPTABILITY

UNSATISFACTORY	NEEDS IMPROVEMENT	SATISFACTORY	VERY GOOD	EXCELLENT
Demonstrates severe resistance to change. Does not participate in new methods. All assignments initiated by others.	Resistant to change and demonstrates limited flexibility. Gives limited support to revisions and modifications. Shows response only in area of personal interests.	Readily accepts directions and carries out instructions. Is flexible and cooperative with co-workers. Adjusts to changes and is not resistant to new routines methods, and/or assignments. Projects enthusiasm and positive attitude.	Accepts responsibility for getting the job done; initiates independent actions. Embraces change and actively helps to incorporate change.	Exceptional motivation; challenged by difficult assignments; can be counted on to exert whatever effort is required to produce high quality results within set deadlines. Anticipates change and works to bring about effective transition.
Comments:				

9. ATTENDANCE

UNSATISFACTORY	NEEDS IMPROVEMENT	SATISFACTORY	VERY GOOD	EXCELLENT
Attendance and/or punctuality is poor. Time away from work creates a burden on the department. Absenteeism is significant.	Attendance could be improved through adherence to required workhours and schedule. Attendance may be inconsistent.	Has good attendance and maintains punctuality. No unexcused absences or excessive absenteeism. No patterned absences and absences without sufficient notice. Tardiness is held to a minimum and with good cause.	Commitment to position is constant. Employee can be relied upon consistently. Rarely absent.	In addition to regular work commitments, the employee accomplishes additional tasks through additional efforts and hours as required. Virtually perfect attendance record.
Comments:				

10. JOB RELATED FACTOR:

UNSATISFACTORY	NEEDS	SATISFACTORY	VERY GOOD	EXCELLENT
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	IMPROVEMENT			
Comments:				

SECTION III: Overall Performance Evaluation

UNSATISFACTORY	NEEDS IMPROVEMENT	SATISFACTORY	VERY GOOD	EXCELLENT
Comments (Specify any unique factor related to this position not previously identified):				

Service Salary Increase (SSI) (if applicable)

Based on performance, this employee is is not recommended for an SSI this coming year if an SSI is negotiated.
 Performance will be reviewed again in months, if SSI is currently not recommended.

To be completed on final probationary evaluation. (Final evaluation or additional evaluation to be completed no later than one month prior to the end of the probationary period.)

I recommend: Permanent Status Rejection during Probation

SECTION IV: Career Development

1) Are there any observed weaknesses that need improvement?

2) Are there any recommendations for job growth/career development?

SECTION V: Next Evaluation Period

Performance Objectives: Goals for the next evaluation period in job performance, unit performance or career development. (Mandatory if "Needs Improvement" or "Unacceptable" categories used). For example: To complete _____ Project with department members by date: _____

1. _____

2. _____
