

Riverside Community College District - PERFORMANCE EVALUATION FOR PROBATIONARY MANAGEMENT EMPLOYEES**Employee:****Job Title:****Department:****Evaluation Period:** From: To:**Evaluator:****Evaluator's Supervisor:**2 - Month ☐5 - Month ☐8 - month ☐

Date the evaluator reviewed the employee's job description, duties and responsibilities with them:

PERFORMANCE EXPECTATIONS & OBJECTIVES

(Check the appropriate box. 1 is Satisfactory, 2 is Needs Improvement, and N is Not Applicable)

1 2 N
☐ ☐ ☐

Performs duties, functions and job responsibilities efficiently

1 2 N
☐ ☐ ☐

Develops and maintains positive staff relationships

☐ ☐ ☐

Serves responsibly as a team member or management or executive cabinet member as applicable

☐ ☐ ☐

Makes substantive contributions toward the RCCD mission and administrative objectives

☐ ☐ ☐

Demonstrates effective communication skills

☐ ☐ ☐

Responds well to student and/or staff needs

☐ ☐ ☐

Displays good management and leadership competencies (if applicable)

☐ ☐ ☐

Possesses appropriate interpersonal skills for this position

☐ ☐ ☐

Has made progress in achieving outlined job objectives

Other rating factors (please include in comments section or below)

A feedback narrative is required (attach separate sheet if necessary)

OVERALL PERFORMANCE RATING – check box 1a., 1b., 2a., 2b., or 3☐

1a.

Satisfactory - ☐ 2 Months or ☐ 5 Months (PLEASE CHECK ONE)☐

1b.

Satisfactory. Probation completed. Eligible for permanent status

☐

2a.

Needs Improvement: specific examples of deficiencies are cited below or in attachments

☐

2b.

Needs Improvement: Extend probation to 12 months

☐

3.

Unsatisfactory: Release during probation. Consult with DHR for proper paperwork and procedure.

Comments:

EMPLOYEE'S REVIEW

Remarks by employee (optional):

Employee's signature indicates that he/she has reviewed this report. It does not necessarily mean that he/she is in agreement with the remarks or rating. I have reviewed this report with my supervisor.

Employee

Date

Evaluator

Date

Evaluators Supervisor (ONLY REQUIRED IN RELEASE CASES)

Date

Director, Diversity & Human Resources/designee

Date