

## **Report of Performance for Permanent Support Staff SUPA**

Employee Return to Human Resources before 6/20/

**Annual Evaluation** Other From: 5/1/ to 4/30/

		-				
Employee Full Name			Position		Division/Department	Date of Appointment
		SECTION A Rate only those factors that		SECTION B: Record Job STRENG	GTHS and superior performance incider	its. Must be completed if

Not Satisfactory	Satisfactory	Above Satisfactory	SECTION A Rate only those factors that apply to this position. Immediate supervisor must check each appropriate factor in the proper columns. Additional factors may be added as appropriate.		
			Observance of work hours		
			2. Attendance		
			Public contacts		
			Employee contacts		
			Communication with others		
			Knowledge of work		
			7. Work judgments		
			Planning and organizing		
			9. Job skill level		
			10. Quality of work		
			11. Acceptable work volume		
			12. Meeting deadlines		
			13. Accepts responsibility		
			14. Accepts direction		
			15. Operation and care of equip.		
			16. Initiative and creativity		
			17. Learning ability		
			18. Work station appearance		
			19. Safety practices		
			20. Accepts change		
			21. Effectiveness under stress		
			22.		
			23.		
			24.		
	Fo	r en	nployees who supervise others		
			25. Work coordination		
			26. Planning and organizing		
			27. Scheduling and coordinating		
			28. Training and instructing		
			29. Productivity		
			30. Evaluating subordinates		
			31. Judgments and decisions		
			32. Leadership skills		

SECTION C: Record specific work performance DEFICIENCIES or job behavior requiring **improvement or correction.** *Must be completed if rating is unsatisfactory.* 

SECTION D: Record specific GOALS or IMPROVEMENT PROGRAMS to be undertaken during the next evaluation period.

SECTION E: N/A

SECTION F: The last position description on file in this office is dated:

Is this description still accurate?

Yes

No

We have no position description for this position

**SECTION G: Overall Performance Rating** 

Not Satisfactory Satisfactory **Above Satisfactory** 

I certify this report represents my best judgment.									
	Name	Title	Signature	Date					
Rater									
Appropriate Administrator									
Employee: I certify this report has been discussed with me. I understand my signature does not necessarily indicate agreement.									
Comments									



## Report of Performance for Permanent Support Staff Employee SUPA Employee

It is the appropriate administrator's or designated evaluator's responsibility to properly evaluate employees. If, before starting the evaluation process, there are any questions, please contact Human Resources. If an evaluation is going to be negative, please first contact Human Resources. A performance evaluation is considered a draft evaluation until it contains the signature of the appropriate administrator.

## Article 29 of the SUPA Collective Bargaining Agreement outlines the process for employee performance evaluation.

- **29.1.** Permanent employees shall be subject to and receive annual performance evaluations. The evaluations must be given annually in accordance with campus procedures and timelines.
- **29.2.** A sergeant or the immediate supervisor may draft and sign the performance evaluation. A sworn MPP (employee in the Management Personnel Plan) shall review the performance evaluation as the approving authority prior to the performance evaluation being presented to the employee. At the completion of the evaluation discussions with the employee, a sworn MPP shall sign the performance evaluation. If the sworn MPP is the immediate supervisor, then a non-sworn MPP shall review and sign the performance evaluation.
- **29.3.** A written record of the performance evaluation shall be placed in the employee's personnel file. The employee shall be provided with a copy of the written performance evaluation.
- **29.4.** If an employee disagrees with the performance evaluation, the employee may submit a rebuttal statement which shall be attached to the record of performance evaluation within thirty (30) days of the employee's receipt of a signed copy of the performance evaluation.
- 29.5. The content of performance evaluations shall not be subject to the provisions of Article 7, Grievance Procedure.

## INSTRUCTIONS FOR USE OF THE PERFORMANCE EVALUATION

- 1. Due dates must be observed.
- 2. Performance evaluations provide a written record for employees of a "job well done."
- 3. Evaluations are also an important document in any disciplinary action. Before taking any action, you must consult with the AVP of Human Resources. Disciplinary action requires evidence of preceding warning and reports bearing the signature of evaluator and employee, or otherwise certified. Unscheduled reports may be filed at any time for any employee.
- 4. If space for comments is inadequate, similarly dated and signed attachments may be made (either typewritten or in ink.)
- 5. Follow the instructions and upload the Evaluation Form and Attachments to Adobe Sign. Learn How Here.

**SECTION A:** Check one column for each factor. If additional explanation is warranted use section B or C as appropriate. Additional spaces have been provided to write any additional factors. Any unsatisfactory check mark requires specific explanation in SECTION C.

**SECTION F:** Please verify that the position description on file in Human Resources is still accurate.

**SECTION G:** You must complete this section.

If you have questions regarding this form or the evaluation process, please contact Human Resources, extension 3626