

Report of Performance for Probationary Support Staff CSUEU Employee

Return to Human Resources before

First Second Final Other From to

Employee Full Name	Position	Division/Department	Date of Appointment

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.	Not Rated	SECTION B: Record Job STRENGTHS and suprating is above satisfactory.	perior performance incidents. $ \it N $	flust be completed if
			Observance of work hours				
			2. Attendance				
			Public contacts				
			Employee contacts		SECTION C: Record specific work performan		r requiring
			5. Communication with others		improvement or correction. Must be compl	etea ij rating is unsatisfactory.	
			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		SECTION D: Record specific GOALS or IMPR	OVEMENT PROGRAMS to be un	dertaken during the
			15. Operation and care of equip.		next evaluation period.		
			16. Initiative and creativity				
			17. Learning ability				
			18. Work station appearance				
			19. Safety practices				
			20. Accepts change				
			21. Effectiveness under stress				
			22.				
			23.				
			24.		SECTION E: Do you recommend retention o	r termination at this time?	
	Fo	or en	nployees who supervise others			Retention	Termination
			25. Work coordination		If you recommend retent i	ion, do you have reservations?	Yes No
			26. Planning and organizing				
			27. Scheduling and coordinating		SECTION F: The last position description on	file in this office is dated:	
			28. Training and instructing		Is	this description still accurate?	Yes No
			29. Productivity			We have no position descrip	ption for this position
			30. Evaluating subordinates			·	•
			31. Judgments and decisions		SECTION G: Overall Performance Rating		
			32. Leadership skills		Not Satisfactory	Satisfactory	Above Satisfactory
CE	ertif	y th	nis report represents my be	est ju	dgment.		
			Name		Title	Signature	Date

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 CSUEU 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 10 of the CSUEU Collective Bargaining Agreement outlines the process for employee performance evaluation.

- **10.1.** Permanent employees shall be subject to an annual performance evaluation.
- **10.2.** A probationary employee shall be evaluated by the end of the third (3rd), sixth (6th), and eleventh (11th) month of the probationary period, unless the employee has earlier been rejected during probation.
- **10.3.** A temporary employee shall be evaluated at periodic intervals. An employee with an appointment of 12 months or longer shall receive at least one performance evaluation during each 12- month period of the appointment.
- **10.4.** Absence of a performance evaluation will not constitute a reason for an employee not receiving an increase in salary to which they otherwise would have been entitled under the terms of this Agreement.
- 10.5. A performance evaluation is a review of the employee's performance and shall be based upon job-related criteria. Employee performance evaluations are for the purpose of evaluating individual employee performance and for providing guidance for performance development and improvement. Employee evaluations should acknowledge changes affecting the employee's position, including workload, which have occurred since the last evaluation.
- 10.6. The performance evaluation of an individual with an overall performance evaluation rating of below satisfactory shall include specific information regarding the areas of concern. It is the normal practice that the appropriate administrator counsel an employee on below satisfactory performance when the concern is identified and before it is documented in a Performance Evaluation. The substantive content and overall evaluation rating are not subject to Article 7, Grievance Procedure.
- 10.7. The Appropriate Administrator may request a draft from a designated evaluator regarding the employee's job performance. Only the Appropriate Administrator shall submit a draft evaluation for the employee's review, input, and discussion. Upon request, the Appropriate Administrator shall provide the employee with a copy of his/her position description that is in the employee's personnel file, as outlined in Article 17.2.
- **10.8.** The employee shall be given up to a maximum of (10) work days to review the draft evaluation and provide input, if any, to the Appropriate Administrator.
- **10.9.** The Appropriate Administrator shall consider the input provided pursuant to provision 10.8 above in preparing the final performance evaluation, and prior to placing it in the employee's personnel file.
- **10.10.** The employee shall be provided with a copy of the written record of the performance evaluation prior to its placement in the personnel file. Regardless of the overall performance evaluation rating scale, or other terms that a campus may use to evaluate overall performance, the campus shall use the term "satisfactory" to indicate and acceptable level of performance.
- **10.11.** Upon request of the employee, a meeting between the employee, the Appropriate Administrator, and the employee's representative, if any, shall meet to discuss the final evaluation. Such a meeting shall take place within seven (7) work days of the request at a mutually agreeable time and location. The request for such a meeting shall not prevent the Appropriate Administrator from placing the final performance evaluation in the file.
- **10.12.** If an employee disagrees with the record of a performance evaluation which has been placed in his/her personnel file, the employee may submit a rebuttal statement which shall be attached to the performance evaluation. The evaluation shall be reconsidered by the appropriate administrator in light of the rebuttal statement and/or the Provision 10.12 meeting, and if the evaluation is amended, the amended evaluation shall replace the original evaluation and its rebuttal.
- **10.13.** Performance evaluations shall not be subject to Article 7, Grievance Procedure, unless the grievant alleges the terms of this Agreement have been violated, misinterpreted, or misapplied.
- **10.14.** The CSU and CSUEU shall meet no later than 90 days after ratification to negotiate the introduction of systemwide evaluation form(s) and written guidance on the performance review procedure. Systemwide evaluation form(s) shall include evaluation metrics and scales that shall be clearly defined and achievable.

INSTRUCTIONS FOR USE OF THE PERFORMANCE EVALUATION

- 1. Due dates must be observed.
- 2. If space for comments is inadequate, similarly dated and signed attachments may be made.
- 3. 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.