

INSTRUCTIONS FOR COMPLETION

USE: The Report of Employee Performance form (OHRS 30-11) is to be used for the evaluation of support staff employees except Unit 4, Academic Support, which uses OHRS 20-49. Evaluations are conducted during the employee's probationary period and annually thereafter. The evaluator may wish to evaluate an employee more often than the prescribed intervals. When doing so, mark the box labeled Special. If space is inadequate, the evaluator may attach extra sheets containing comments, or Page 3 of this document provides additional space.

Section A: Check one column for each factor. When a factor is not considered applicable to a particular job or when the evaluator has not been able to observe the behavior, the category may be recorded as Not Applicable (NA). If you want to add additional factors, please do so on an extra sheet containing comments, or Page 3 of this document provides additional space. Check marks in Columns "1" and "2" require specific explanation in Section D. Record the overall performance in the section entitled Overall Evaluation, taking into account all factors and total performance over the period being evaluated. The Overall Evaluation should not be viewed as an average of all areas rated. The value applied to a factor may vary depending on the duties assigned to the position.

Satisfactory: Meets all normal requirements of the position in a competent manner. (Normally, this is the category most often used to describe acceptable performance.)

Exceeds Expectations: Consistently competent performance exceeding normal standards in all critical factors for the position.

Outstanding: Total performance is far above normal standards for the position. (Normally, this is the category most infrequently used to describe performance.)

Below Expectations: Total performance periodically or regularly falls short of expectations. Specific deficiencies should be noted in Section D or in a signed and dated attachment.

Unacceptable Performance: Performance is clearly inadequate. Employee has demonstrated an inability or unwillingness to improve or meet expectations. Performance is not acceptable for position held. Specific deficiencies should be noted either in Section D or in a signed and dated attachment.

Section B: Describe outstanding qualities. Provide examples for check marks in Columns "4" and "5." (Attach additional sheets if necessary.)

Section C: Discuss progress or lack thereof toward achievement of goals during last rating period.

Section D: Discuss required improvement or correction. Provide examples for check marks in Columns "1" and "2." (Attach additional sheets if necessary.)

Section E: Record agreed-upon or prescribed performance goals for the next evaluation period.

Section F: Complete this section only if the employee is on probation. At any time during the probationary period, an employee may be rejected from further employment or, if permanent in another class, returned to that class. If the evaluator wishes to recommend rejection during probation, the evaluator must immediately notify the Manager of Employee Relations in the Office of Human Resource Services, extension 3820. Consultation will be provided at that time.

RECOMMENDATIONS FOR COMPLETING THE EVALUATION PROCESS:

1. Prepare an initial draft of the Report of Employee Performance. Prior to meeting with the employee to discuss the draft Report, the evaluator may request the employee to complete a self-evaluation, which will also be discussed during the performance evaluation interview. Employees in Units 2,5,7, & 9 shall be given up to 5 days to respond to a draft evaluation. The evaluator shall consider any input in preparing the final evaluation.
2. Provide the employee with a draft copy of the Report of Employee Performance prior to a performance evaluation interview and inform the employee of the date, time, place and purpose of the evaluation interview. During the interview, the evaluator should encourage the employee to discuss his/her opinions and observations regarding the content of the evaluation.
3. Upon completion of the evaluation interview, the Report of Employee Performance is completed in final form and signed by the evaluator. The Report is then given to the employee for signature. The employee may include comments on the form or may attach written comments, if desired, and return the Report to the evaluator. Normally, the employee should be given a maximum of three working days to sign the Report and/or to submit written comments before the Report is processed to the reviewing office. If the employee refuses or declines to sign the Report, the evaluator must indicate this under EMPLOYEE'S ACKNOWLEDGEMENT.
4. The Report of Employee Performance is forwarded to the reviewing officer for signature. The reviewing officer is an MPP manager to whom the evaluator reports unless the college or department has designated another manager to act as reviewing officer.
5. The completed Report of Employee Performance and any attachments must be copied and distributed by the evaluator as follows: **ORIGINAL**-to the Office of Human Resource Services; **COPY**-to the employee being evaluated; **COPY**-to the department.

REPORT OF EMPLOYEE PERFORMANCE



NAME	CSUN ID	DEPARTMENT	CLASSIFICATION

FROM: _____	TO: _____
RATING PERIOD	

Type of Evaluation: ANNUAL TEMPORARY
 PROBATIONARY SPECIAL

<p>SECTION A 1 = UNACCEPTABLE 2 = BELOW EXPECTATIONS 3 = SATISFACTORY 4 = EXCEEDS EXPECTATIONS 5 = OUTSTANDING</p>	<p>SECTION B Record JOB STRENGTHS & superior performance. (See Page 3 for more space, if necessary.)</p>																																																																																																																																																																																																						
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I understand my signature does not necessarily indicate agreement. (Attach additional sheets if necessary to record comments.)</p> <p>COMMENTS:</p> <p>SIGNATURE: _____ DATE: _____</p>
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COMMENTS (continued)