

Imperial Valley College
Classified Probationary Employee
Performance Evaluation

Name:	
Job Title:	Department:
Immediate Supervisor:	Area Vice President:

Review Period: **From:** **To:**
Purpose of Appraisal: ☐ 3 month evaluation ☐ 5 month evaluation

Definitions:

Exceeds Performance Standards: Consistently goes above and beyond performance expectations by demonstrating excellence as a probationary employee.

Meets Performance Standards: Assignments are adequately completed, meeting the desired results. Employees at this level accomplish the position requirements with an appropriate level of supervision.

Needs Improvement: (NOTE: This option requires an explanation in the Comments sections). In some instances does not fully meet expectations. Unable to sufficiently perform and/or demonstrate at the expected level.

PERFORMANCE FACTORS

1. Quality of Work

Consider: accuracy; neatness; timeliness; attention to detail; volume/quantity requirements; adherence to duties in Position Description and direction.

- ☐ Exceeds Requirements
☐ Meets Requirements
☐ Needs Improvement

**Comments /
Significant
Dates:**

2. Work Habits

Consider: attendance; punctuality; organization. Does the employee stay busy; look for things to do; offer suggestions; and follow company policies and procedures?

- ☐ Exceeds Requirements
☐ Meets Requirements
☐ Needs Improvement

**Comments /
Significant
Dates:**

3. Job Knowledge / Competency

Has the employee demonstrated: the knowledge, skills, abilities, to perform the job satisfactorily; an interest in learning and improving; good decision-making and judgment; a general understanding of the purpose, mission, and values of the District?

- ☐ Exceeds Requirements
☐ Meets Requirements
☐ Needs Improvement

**Comments /
Significant
Dates:**

4. Behavior / Relations with Others

For example, does the employee cooperate and contribute to team efforts, demonstrate an ability to resolve conflict, respond positively to suggestions and instructions or criticism, keep supervisors informed of important details, demonstrate accountability and ethics, and adapt well to changing circumstances?

- ☐ Exceeds Requirements
- ☐ Meets Requirements
- ☐ Needs Improvement

**Comments /
Significant
Dates:**

Overall Progress (*Select only one*)

- ☐ Employee performance and learning is unsatisfactory and failing to improve at a satisfactory rate.
- ☐ Employee performance and learning is acceptable and improving at a satisfactory rate.
- ☐ Employee has successfully completed the probationary period for this position (5 month only).

**Additional
Comments:**

Recommendation

- ☐ Maintain probationary employee past the initial 3 months (3 month evaluation).
- ☐ Convert employee to regular employment status (5 month evaluation).
- ☐ End the probationary period and dismiss employee (NOTE: requires comments below).

Final Comments

I have been informed of my evaluation results and extended the opportunity to do a self evaluation.

*SIGNATURE: _____ DATE: _____
(*Only an acknowledgement of receipt)

Evaluation Reviewed and Issued in person by:

SUPERVISOR'S NAME: _____

SIGNATURE: _____ DATE: _____

Original: Human Resources / File

Copy: Employee