

**CONFIDENTIAL EMPLOYEE EVALUATIONS**

Purpose

Evaluations serve a number of important purposes for both the confidential employee and the confidential employee’s supervisor at the District. Evaluations provide a confidential employee with:

1. Feedback on their work quality.
2. Feedback on their overall work performance.
3. Feedback on their work behavior.
4. Feedback on their strengths and weaknesses.
5. An opportunity to gain insights into their supervisors’ perceptions of their work performance.
6. An opportunity to become aware of their supervisor’s concerns.
7. An opportunity to learn what their supervisor views as important to be successful at the District.
8. An opportunity to learn how to improve and enhance their performance.

Evaluations provide the supervisor the opportunity to:

1. Provide feedback to the confidential employee.
2. Critique the confidential employee’s work performance.
3. Recognize the confidential employee’s achievements and accomplishments.
4. Recognize measurable progress or improvements made in the confidential employee’s performance.
5. Identify the confidential employee’s work strengths and weaknesses.
6. Provide the confidential employees with guidance and suggestions for

 improvement.

Frequency

Confidential employees will be evaluated at the conclusion of their first year in the confidential position and then at least every other year or more frequently as required by their immediate supervisor.

Evaluation Documents

A Confidential Employee Evaluation consists of a “Confidential Employee Evaluation Report” (Appendix C).

Evaluation Procedure

1. *Notification*

Human Resource Services will notify the confidential employee and their supervisor of the need to complete an evaluation and will provide the following to the confidential employee and their supervisor:

1. A copy of this document (Confidential Employee Evaluation Procedure); and
2. If requested by either the employee or their supervisor, a job description (of the confidential employee to be evaluated); and
3. Confidential Employee Evaluation Report.
4. *Confidential Employee Evaluation Report*

Each supervisor will meet with the confidential employee they supervise to present and review the “Confidential Employee Evaluation Report.”

1. *Personnel File*

At the conclusion of the above process, signed copies of all written evaluation documents finalized by the supervisor will be sent to Human Resource Services for inclusion into the confidential employee’s personnel file.

Appendix C

**College of the Sequoias**

**Confidential Employee Evaluation Report**

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| Confidential Employee: |       | Position: |       |
| Supervisor: |       | Date of Evaluation: |       |

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| **Performance Factors** | **Comments:** Attach additional sheets if necessary.  |
| **Work Organization and Planning:*** Effectively schedules time and works at a steady pace.
* Produces acceptable quantity of work-tasks, reports, problem solving, etc.
* Completes assignments in time allocated or less.
* Engages in short and long-term planning for duties.
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| **Work Quality:*** Produces acceptable quality of work for all tasks, reports, problem solving, etc.
* Thoroughly follows standards, procedures, and specifications.
* Keeps complete and accurate records.
* Foresees and adjusts to trends in field.
* Pays attention to details (proofreading, scheduling calendar, etc.).
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| **Organizational Relationships and Communication:*** Writes and articulates in a clear and concise manner (easily read reports and correspondence).
* Presents ideas and listens to others courteously deals with colleagues and the public.
* Keeps manager/supervisor and others informed of problems, ideas, or decisions.
* Accepts directions and feedback from supervisor.
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| **Administration:*** Keeps accurate records and insures necessary follow-up is completed.
* Processes paperwork and duties promptly, accurately, and with attention to detail.
* Documents actions.
* Accepts change and new performance methods willingly.
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| **Innovation, Analytical Skills, and Problem-Solving Skills:*** Attempts to simplify and/or improve procedures, techniques, and processes.
* Implements workable ideas and techniques, and optimal solutions.
* Weighs alternatives and presents alternatives when proposing course of action.
* Understands and defines problems clearly.
* Consults opinions of others when appropriate.
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| **Reliability and Punctuality*** Attendance is punctual, reliable and responsible.
* Works flexible hours to meet deadlines when needed.
* Adheres to established guidelines and rules of the organization.
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| **Technical Application and Knowledge*** Applies technical and professional knowledge to the job requirements.
* Keeps informed of and trained on current technical skills relevant to the job.
* Presents technical alternatives when proposing course of action.
* Uses past experience to solve problems.
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**Additional Comments:**

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| Signature of Confidential Employee: Date: |
| Signature of Supervisor: Date: |