

GLENDALE COMMUNITY COLLEGE  
**PROBATIONARY CLASSIFIED EMPLOYEE EVALUATION**  
**(2 MONTH)**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Job Title: \_\_\_\_\_

Evaluation Period:

Dept: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

**RECOMMENDATION OF RATER**

- Employee retained in probationary status subject to final probationary evaluation (complete evaluation factors 1 - 6)
- Employee released from employment (STOP! GO DIRECTLY TO SIGNATURES ON PAGE 2)

Factor	Meets or Exceeds Standard	Needs to Improve	Unsatisfactory	Not Applicable
<b>1 QUALITY OF WORK</b>				
Accuracy, neatness, thoroughness				
Oral or written expression				
<b>2 QUANTITY OF WORK</b>				
Amount				
Completion of work as scheduled				
Multi-tasking				
<b>3 WORK HABITS</b>				
Attendance, observance of work hours				
Observance of safety rules & regulations				
Compliance with work instructions				
Application to duties				
Organizational skills				
<b>4 PERSONAL RELATIONS</b>				
Getting along with fellow employees				
Meeting and handling the public				
Personal appearance				
Conflict resolution				
<b>5 INITIATIVE</b>				
Performance in new situations or with new work methods				
Performance with minimal instruction				
Performance with minimal supervision				
Informs supervisor of work status				
<b>6 SUPERVISORY ABILITY (Supervising/Lead Personnel Only)</b>				
Planning and assigning				
Training and instructing				
Fairness and impartiality				

Send original to Human Resources Department. Make one copy for employee.

# BASIS FOR EVALUATING FACTORS

## 1 QUALITY OF WORK

- a. Accuracy
- b. Neatness of Work Product
- c. Thoroughness of Work Performed
- d. Oral Expression
- e. Written Expression

## 2 QUANTITY OF WORK

- a. Amount of Work Performed
- b. Completion of Work Schedule
- c. Handles a Variety of Tasks/Projects at the Same Time

## 3 WORK HABITS

- a. Attendance
- b. Observance of Work Hours/Punctuality
- c. Demonstrates Knowledge of District Policies and Procedures Applicable to Job Safety Rules
- d. Compliance with Work Instructions
- e. Application to Duties
- f. Organizes and Completes Work in Allotted Time

## 4 PERSONAL RELATIONS

- a. Getting Along with Fellow Employees, Exhibits Teamwork
- b. Meeting and Handling the Public
- c. Personal Appearance
- d. Deals Effectively with Difficult Situations/People

## 5 INITIATIVE

- a. Understands/Accepts New Situations or New Work Methods
- b. Performs with Minimal Instruction
- c. Makes Sound Decisions in Absence of Detailed Instructions or Direct Supervision
- d. Keeps Supervisor Informed of Status of Assigned Work

## 6 SUPERVISORY ABILITY (Supervising/Lead Personnel Only)

- a. Plans and Assigns Tasks/Projects Successfully
- b. Shows Effective Leadership and Training
- c. Is Fair and Impartial

Use comments to describe employee's strengths, weaknesses, and accomplishments beyond the standard work requirements. Ratings of *Unsatisfactory* or *Needs to Improve* must be substantiated by comments and a written plan for improvement. Number each comment to pertain to the appropriate area (factor) of evaluation rating, if applicable.

Manager's Comments: \_\_\_\_\_  
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Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Remember:** Signing this form does not necessarily indicate that you agree with it's content. You have the right to attach a written response to this evaluation, if desired.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date Reviewed by Manager and Employee: \_\_\_\_\_