

**Del Mar College  
Non-Exempt  
\* Performance Appraisal**

**\* Must be submitted by March 15 or the first workday after a College Holiday(s)**

I. Name of Employee	C[   ^æ ~ ^AD#:	Position Title:
II. Division and/or Department:	Name of Supervisor:	Telephone Ext.:
III. Name of Next Level Supervisor:	IV. Period of Appraisal:	
	From:	To:
V. Purpose for Appraisal: <input type="checkbox"/> *Annual <input type="checkbox"/> Special <input type="checkbox"/> ** New Employee *Annual Appraisal Period March 1 - February 28 ** 3-6 Months from start date		

VI. I certify that the job description is up to date. A signed job description is attached. If significant job duties have changed, attach a revised job description to this form. Supervisors Initials: \_\_\_\_\_

VII. Accomplishments and special assignments during evaluation period:

**VIII. Performance Profile**

Performance Factors (Use factors along with job description or job questionnaire)	Exceeds Expectations	Successful Performer	Needs Improvement	Unsatisfactory	Critical Incidents All "Exceeds Expectations", "Needs Improvement" and "Unsatisfactory" ratings must be supported with written comments.  (Note if additional comments are attached.)
1. Job Knowledge					
2. Quantity of Work					
3. Quality of Work					
4. Dependability					
5. Initiative					
6. Cooperation					
7. Communication Skills					
8. Judgment/Decision Making					
9. Versatility					
10. Use of Time and Attendance					

Employee Name:	Supervisor:
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VIII. (Continued)					
<b>Performance Factors</b>	<b>Exceeds Expectations</b>	<b>Successful Performer</b>	<b>Needs Improvement</b>	<b>Unsatisfactory</b>	<b>Critical Incidents</b> (Note if additional comments are attached)
11. Human Relations					
12. Safety					
13. Other (Specify)					

**Nonexempt Supervisory personnel will be rated on the following performance factors in addition to the above.**

14. Supervisory Skills					
15. Promotes Diversity					
16. Delegation					
17. Budget Knowledge					
18. Organizing					
19. Planning/Follow-up					
20. Staff Development					

IX. Areas of Greatest Strength:

X. Professional Development within past 12 months:

Topic/Conference/Workshop/Course	Date	Length	Was this to Improve technology skills?	
1.			YES	NO
2.			YES	NO
3.			YES	NO
4.			YES	NO

*If more attended, you may attach extra listing*

Employee <input type="checkbox"/> has <input type="checkbox"/> has not attended at least four hours of professional development within the past 12 months.
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Employee Name:	Supervisor:
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XI. Areas Requiring Additional Development

XII. Recommended Job Related Goals for Coming Period:  
1. Per Del Mar College policy, employees are required to participate in professional development activities appropriate to the employee's position and beneficial to the College.

XIII. Recommended Personal Development Goals for Coming Period (Optional)

XIV. Overall Appraisal (Check One)

Exceeds Expectations       Successful Performer       Needs Improvement       Unsatisfactory

My signature indicates that the appraisal interview has been completed and discussed with my supervisor. I understand that I have the right to respond in writing within five (5) working days and to have these comments attached to this form as it goes to the reviewer. I understand that in accordance with College policy (A5.46.3.1), I may appeal my performance appraisal rating(s) to the Human Resources Office (HR) by completing the Performance Appraisal Appeal Form available upon request

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

\_\_\_\_\_  
Supervisor's Signature      \_\_\_\_\_  
Date Appraisal Discussed with Employee

\_\_\_\_\_  
Next Reviewer      \_\_\_\_\_  
(Applicable if first reviewer is below Director/Chair level)      Date

\_\_\_\_\_  
Next Reviewer      \_\_\_\_\_  
(Applicable if second reviewer is below Director/Chair level)      Date

**HUMAN RESOURCES PERSONNEL ONLY:**

Date Received: \_\_\_\_\_

## **Description of Non-exempt Performance Appraisal Factors**

*(These pages do not need to be submitted with appraisal form to Human Resources)*

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### **1. Job Knowledge**

- Awareness of the methods, techniques, and skills in his/her work area that are necessary for successful performance.
- Extent of working knowledge of all phases of job responsibilities.

### **2. Quantity of Work**

- Amount of work produced.
- Consider such things as completion of assignments or projects, service given, and the promptness with which work was completed.

### **3. Quality of Work**

- Consider such things as thoroughness, accuracy and neatness.

### **4. Dependability**

- Consistent and reliable.

### **5. Initiative**

- Self-reliance; ability to originate action; going ahead with the job without being told every detail; degree of motivation; ambition.

### **6. Cooperation**

- The willingness and ability to work effectively with others.

### **7. Communication Skills**

- Keeps supervisors informed; presents oral and/or written reports clearly and accurately.

### **8. Judgment/Decision Making**

- Uses good judgment and common sense approach to assignments and problems.

### **9. Versatility**

- Flexible
- Ability to adapt to different, unusual, or difficulty situations and/or assignments.

### **10. Use of Time and Attendance**

- Manages time in efficient manner.
- Performs work on schedule
- Meets requirements of normal working hours.

### **11. Human Relations**

- Representing the College in a positive manner in relations with the public, students, organizations, and community.
- Works harmoniously with other employees.

### **12. Safety**

- Works safely
- Prevents accidents by eliminating or reporting hazards.

**13. Professional Development**

- Participates in a minimum of four hours of professional development activities appropriate to the employee's position and beneficial to the College, as required by policy A5.13. Supervisors must attend biennially a series of mandatory training sessions.

**14. Other**

- Any factors not listed which are considered relevant in rating the employee's work performance (i.e., meeting set goals, special projects, etc.)

**Description of Supervisory Performance Appraisal Factors**

*(These pages do not need to be submitted with appraisal form to Human Resources)*

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**15. Supervisory Skills**

- Develops the cooperation of his/her employees; motivates and leads them into a loyal and effective working unit.
- Completes required supervisory tasks such as timely completion of various reports, employee related forms (i.e., PER 101's, performance appraisals, etc.)
- Complies with and enforces College policies.

**16. Promotes Diversity**

- Supports the advancement of women and minorities in the workplace.
- Participates in diversity training opportunities and encourages staff.
- Provides a supportive work environment for a multicultural workforce.

**17. Delegation**

- Organizes and assigns work by delegating authority wisely and making certain that results are achieved.

**18. Budget Knowledge**

- Implements cost-saving procedures
- Works within the budget

**19. Organizing**

- Work is delegated to subordinates based on capabilities and with fairness in the division of labor.
- Maintains employee work schedules
- Organizes effectively through analysis, definition, and delegation of work.

**20. Planning/Follow-up**

- Effectively plans and manages work schedules of subordinates
- Plans effectively through evaluation, sets reasonable objectives, utilizes input from those under her supervision in formulating plans and setting objectives.
- Checks and reviews the work of others during the process and after completion.

**21. Staff Development**

- Improving employees by imparting information, creating interest, developing talent, enriching the work environment, and ensuring employees participate in the required four hours of professional development activities.

**Description of Professional Development**

*(These pages do not need to be submitted with appraisal form to Human Resources)*

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List topics, conferences, workshops, courses or other activities in which you have participated over the past 12 months. Indicate the date of the activity and the length of time spent on the activity, such as "2 hours" or "3 days". If the activity contributed to the improvement of technology skills, indicate by marking "yes". If you have attended more than four activities during the year, you may attach an additional listing, but this is not required.

**Overall Appraisal**

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Employees who receive a "Needs Improvement" or an "Unsatisfactory" rating will not be eligible for a step increase, if step increases are granted for the coming academic year. Similarly, if no appraisal is completed for the year the employee will not be eligible for pending step increases.