

Del Mar College
Exempt Employees and Instructional Chairperson
*** Performance Appraisal**

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

I. Name of Employee	Colleague ID#:	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 28/29 ** 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, please 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. Mission & Goal orientation					
2. Job Knowledge					
3. Quality of Work					
4. Quantity of Work					
5. Problem Solving					
6. Decision Making/Judgment					
7. Planning and Organizing					
8. Institutional Perspective					
9. Communication Skills					
10. Human Relations Skills					
11. Use of Time and Attendance					
12. Initiative					
13. Flexibility					

Employee Name:	Supervisor:
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VIII. (Continued) Performance Factors	Exceeds Expectations	Successful Performer	Needs Improvement	Unsatisfactory	Critical Incidents (Note if additional comments are attached)
14. Safety					
15. Professional Development					
16. Other (be specific)					

IX. Supervisory personnel will be rated on the following performance factors in addition to the above					
1. Supervisory Skills					
2. Promotes Diversity					
3. Delegation					
4. Budget Knowledge					
5. Organizing					
6. Planning/Follow-up					
7. Staff Development					

X. Areas of Greatest Strength:

XI. Areas Requiring Additional Development:

Employee Name:	Supervisor:
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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. 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 has has not attended at least four hours of professional development within the past 12 months.

XIV. I recommend that the above named employee:

Receive a new contract for the next school year (overall rating is Successful Performer or higher)

Receive a limited contract from _____ to _____ due to overall rating of ****NEEDS IMPROVEMENT**

*Not receive a contract due to continuous Unsatisfactory performance

Not receive a contract due to reorganization and discontinuance of the position.

XV. 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 from HR within five (5) working days after the

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: _____

*** Do not develop a Performance Improvement Plan (PIP). Contact Human Resources**

Description of Exempt Performance Appraisal Factors

(These pages do not need to be submitted with Appraisal Form to HR)

1. Mission and Goal Orientation

- Contributes to the development of goals for the unit or department
- Contributes to the development of annual unit plans and the assessment of unit plans
- Sets job related goals and reviews with supervisor

2. Job Knowledge

- Awareness of the methods, techniques, and skills in the employee's functional area that are necessary for satisfactory performance
- Extent of working knowledge of all phases of the employee's job and responsibilities

3. Quality of Work

- Consider such things as thoroughness accuracy, and neatness of work

4. 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

5. Problem Solving

- Identifies problems in a timely manner
- Gathers and analyzes information skillfully
- Develops alternative solutions
- Resolves problems in early stages
- Works well in group problem solving situations

6. Decision Making/Judgment

- Uses common sense approach to assignments and problems, feasibility of ideas
- Assesses situations appropriately and makes decisions based on all the information available
- Willingness to listen and to improve job knowledge
- Follows policy and administrative procedures

7. Planning and Organizing

- Organized
- Plans effectively through evaluation
- Sets reasonable objectives
- Utilizes input from employees under the employee's supervision in formulating plans and setting objectives
- Adapts to changes easily and readily
- Initiates and follows through on duties
- Checks work
- Maintains schedules

Description of Exempt Performance Appraisal Factors

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8. Institutional Perspective

- Considers needs of the College as a whole in making recommendations and decisions
- Considers the impact of decisions on the total college
- Identifies with and advocates college-wide mission and goals in the performance of duties

9. Communication Skills

- Keeps supervisors informed
- Presents oral and /or written reports clearly and accurately
- Expresses ideas and thoughts verbally in a clearly understood manner
- Shows sensitivity as to how words might be received by others

10. Human Relations

- Represents the College in a positive manner in relations with the public, students, organizations, and community
- Works harmoniously with other employees, including subordinates, peers, and supervisors
- Establishes trust in dealing with others
- Works effectively with others on College committees

11. Use of Time and Attendance

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

12. Initiative

- Self-reliance
- Ability to originate action and bring new ideas to the job
- Going ahead with the job without being told every detail
- Consider the degree of motivation and ambition
- Seeks additional tasks and responsibilities

13. Flexibility

- Ability to adapt to different, unusual, or difficult situations and/or assignments
- Ability to use a flexible approach to resolving conflicts

14. Safety

- Work Safely
- Works to prevent accidents

15. 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.

16. 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 HR)

1. Supervisory Skills

- Develops the cooperation of the employee(s); 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

2. 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.

3. Delegation

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

4. Budget Knowledge

- Plans and administers budgeted funds
- Implements cost-saving procedures, expense control, etc.
- Works within the budget and balances budget to expenditures

5. 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.

6. 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

7. Staff Development

- Improving employees by imparting information, creating interest, developing talent, enriching the work environment, and encouraging employees to participate in professional development opportunities.

Description of Professional Development

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

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

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.