

**REPORT OF EMPLOYEE PERFORMANCE**  
**UNIT 4 -- ACADEMIC SUPPORT**  
 CSU Campus - Bakersfield



NAME	EMPLOYEE ID	DEPARTMENT	CLASSIFICATION

FROM:		TO:		Type of Evaluation:	<input type="checkbox"/> ANNUAL	<input type="checkbox"/> TEMPORARY
RATING PERIOD					<input type="checkbox"/> PROBATIONARY	<input type="checkbox"/> SPECIAL

<b>SECTION A - Evaluation Criteria</b>					<b>SECTION C</b> Record <b>PROGRESS ACHIEVED</b> in attaining goals established during previous rating period.	
1	2	3	4	5	1 = UNACCEPTABLE 2 = BELOW EXPECTATIONS 3 = MEETS EXPECTATIONS 4 = EXCEEDS EXPECTATIONS 5 = OUTSTANDING	
					Quality of Work	<b>SECTION D</b> Record specific <b>REQUIRED IMPROVEMENT</b> or <b>CORRECTION</b> needed in performance or behavior.
					Quantity of Work	
					Professional Judgment *	
					Contributions to Campus/CSU/Community*	<b>SECTION E</b> Record <b>GOALS</b> or <b>IMPROVEMENT PROGRAMS</b> established for next performance period.
*Per provision 18.1.A of the Collective Bargaining Agreement: Professional judgment includes professional responsibility, attendance abuse, and working relationships. Contributions include those to the community, which are directly related to the employee's work assignment.						
<b>SECTION B</b>					Utilizing the criteria above, record <b>JOB STRENGTHS</b> and superior performance. (See Page 3 for more space, if necessary, for Sections B-E.)	
<input type="checkbox"/> <b>Permanent Status Recommended</b> (To be determined in conjunction with final probationary evaluation.) <input type="checkbox"/> <b>Permanent Status Not Recommended</b> (To be determined not later than the final probationary evaluation in accordance with the INSTRUCTIONS FOR COMPLETION on Page 1.)						
<b>EVALUATOR</b>						
(Signature)			(Title)		(Date)	
<b>REVIEWING OFFICER</b>						
(Signature)			(Title)		(Date)	
This review is based on <input type="checkbox"/> direct observation or supervision of the employee's work since the last performance evaluation... and/or... <input type="checkbox"/> the content of the employee's personnel file. (Per provision 18.1.B of the Collective Bargaining Agreement)					<b>Date draft given to employee for review:</b>	
1	2	3	4	5	1 = UNACCEPTABLE 2 = BELOW EXPECTATIONS 3 = MEETS EXPECTATIONS 4 = EXCEEDS EXPECTATIONS 5 = OUTSTANDING	<b>COMMENTS:</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>OVERALL EVALUATION</b> Record Overall Performance	
<b>EMPLOYEE'S SIGNATURE OR ACKNOWLEDGEMENT:</b>						<b>DATE:</b>

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**SECTION B (continued)** Record **JOB STRENGTHS** and superior performance.

**SECTION C (continued)** Record **PROGRESS ACHIEVED** in attaining goals established during previous rating period.

**SECTION D (continued)** Record specific **REQUIRED IMPROVEMENT** or **CORRECTION** needed in performance or behavior.

**SECTION E (continued)** Record **GOALS** or **IMPROVEMENT PROGRAMS** established for next performance period.

**COMMENTS (continued)**