



HSU ID

# Report of Performance for Permanent Support Staff Employee

Return to Human Resources before 5/31/

Annual Evaluation

Other

From: 5/1/ to 4/30/

Employee Full Name	Position	Division/Department	Date of Appointment

Not Satisfactory	Satisfactory	Above Satisfactory	SECTION A Rate only those factors that apply to this position. Immediate supervisor must check each appropriate factor in the proper columns. Additional factors may be added as appropriate.	Not Rated
			1. Observance of work hours	
			2. Attendance	
			3. Public contacts	
			4. Employee contacts	
			5. Communication with others	
			6. Knowledge of work	
			7. Work judgments	
			8. Planning and organizing	
			9. Job skill level	
			10. Quality of work	
			11. Acceptable work volume	
			12. Meeting deadlines	
			13. Accepts responsibility	
			14. Accepts direction	
			15. Operation and care of equip.	
			16. Initiative and creativity	
			17. Learning ability	
			18. Work station appearance	
			19. Safety practices	
			20. Accepts change	
			21. Effectiveness under stress	
			22.	
			23.	
			24.	
For employees who supervise others				
			25. Work coordination	
			26. Planning and organizing	
			27. Scheduling and coordinating	
			28. Training and instructing	
			29. Productivity	
			30. Evaluating subordinates	
			31. Judgments and decisions	
			32. Leadership skills	

**SECTION B: Record Job STRENGTHS and superior performance incidents. Must be completed if rating is above satisfactory.**

**SECTION C: Record specific work performance DEFICIENCIES or job behavior requiring improvement or correction. Must be completed if rating is unsatisfactory.**

**SECTION D: Record specific GOALS or IMPROVEMENT PROGRAMS to be undertaken during the next evaluation period.**

**SECTION E: N/A**

**SECTION F: The last position description on file in this office is dated:**

Is this description still accurate?      Yes      No

We have no position description for this position

**SECTION G: Overall Performance Rating**

Not Satisfactory

Satisfactory

Above Satisfactory

**I certify this report represents my best judgment.**

Name	Title	Signature	Date
Designated Evaluator (Art. 10.7)			
Appropriate Administrator			

**Employee: I certify this report has been discussed with me. I understand my signature does not necessarily indicate agreement.**

Comments			
----------	--	--	--

**Once complete, please make a copy for your records and the employee before sending the original to Human Resources.**

It is the Appropriate Administrator's or designated evaluator's responsibility to properly evaluate employees. If, before starting the evaluation process, there are any questions, please contact Human Resources. If an evaluation is going to be negative, please first contact Human Resources. A performance evaluation is considered a draft evaluation until it contains the signature of the Appropriate Administrator.

---

**Article 10 of the CSUEU Collective Bargaining Agreement outlines the process for employee performance evaluation.**

- 10.1. Permanent employees shall be subject to an annual performance evaluation.
- 10.2. A probationary employee shall be evaluated by the end of the third (3rd), sixth (6th), and eleventh (11th) month of the probationary period, unless the employee has earlier been rejected during probation.
- 10.3. A temporary employee shall be evaluated at periodic intervals. An employee with an appointment of 12 months or longer shall receive at least one performance evaluation during each 12- month period of the appointment.
- 10.4. Absence of a performance evaluation will not constitute a reason for an employee not receiving an increase in salary to which they otherwise would have been entitled under the terms of this Agreement.
- 10.5. A performance evaluation is a review of the employee's performance and shall be based upon job-related criteria. Employee performance evaluations are for the purpose of evaluating individual employee performance and for providing guidance for performance development and improvement. Employee evaluations should acknowledge changes affecting the employee's position, including workload, which have occurred since the last evaluation.
- 10.6. The performance evaluation of an individual with an overall performance evaluation rating of below satisfactory shall include specific information regarding the areas of concern. It is the normal practice that the appropriate administrator counsel an employee on below satisfactory performance when the concern is identified and before it is documented in a Performance Evaluation. The substantive content and overall evaluation rating are not subject to Article 7, Grievance Procedure.
- 10.7. The Appropriate Administrator may request a draft from a designated evaluator regarding the employee's job performance. Only the Appropriate Administrator shall submit a draft evaluation for the employee's review, input, and discussion. Upon request, the Appropriate Administrator shall provide the employee with a copy of his/her position description that is in the employee's personnel file, as outlined in Article 17.2.
- 10.8. The employee shall be given up to a maximum of (10) work days to review the draft evaluation and provide input, if any, to the Appropriate Administrator.
- 10.9. The Appropriate Administrator shall consider the input provided pursuant to provision 10.8 above in preparing the final performance evaluation, and prior to placing it in the employee's personnel file.
- 10.10. The employee shall be provided with a copy of the written record of the performance evaluation prior to its placement in the personnel file. Regardless of the overall performance evaluation rating scale, or other terms that a campus may use to evaluate overall performance, the campus shall use the term "satisfactory" to indicate an acceptable level of performance.
- 10.11. Upon request of the employee, a meeting between the employee, the Appropriate Administrator, and the employee's representative, if any, shall meet to discuss the final evaluation. Such a meeting shall take place within seven (7) work days of the request at a mutually agreeable time and location. The request for such a meeting shall not prevent the Appropriate Administrator from placing the final performance evaluation in the file.
- 10.12. If an employee disagrees with the record of a performance evaluation which has been placed in his/her personnel file, the employee may submit a rebuttal statement which shall be attached to the performance evaluation. The evaluation shall be reconsidered by the appropriate administrator in light of the rebuttal statement and/or the Provision 10.12 meeting, and if the evaluation is amended, the amended evaluation shall replace the original evaluation and its rebuttal.
- 10.13. Performance evaluations shall not be subject to Article 7, Grievance Procedure, unless the grievant alleges the terms of this Agreement have been violated, misinterpreted, or misapplied.
- 10.14. The CSU and CSUEU shall meet no later than 90 days after ratification to negotiate the introduction of systemwide evaluation form(s) and written guidance on the performance review procedure. Systemwide evaluation form(s) shall include evaluation metrics and scales that shall be clearly defined and achievable.

---

**INSTRUCTIONS FOR USE OF THE PERFORMANCE EVALUATION**

1. Due dates must be observed.
2. If space for comments is inadequate, similarly dated and signed attachments may be made.
3. Follow the instructions and upload the Evaluation Form and Attachments to Adobe Sign. [Learn How Here](#)

**SECTION A:** Check one column for each factor. If additional explanation is warranted use section B or C as appropriate. Additional spaces have been provided to write any additional factors. Any unsatisfactory check mark requires specific explanation in SECTION C.

**SECTION F:** Please verify that the position description on file in Human Resources is still accurate.

**SECTION G:** You must complete this section.

**If you have questions regarding this form or the evaluation process, please contact Human Resources, extension 3626**