

CSUB FOUNDATION

INSTRUCTIONS FOR COMPLETING PERFORMANCE EVALUATION

GENERAL - Before completing a Performance Evaluation Report, a thorough review of the Procedures for Performance Evaluations is recommended.

COMPLETING THE EVALUATION REPORT - Final markings and comments on this Report should be in ink or typewritten. Additional pages may be used if more space is needed for narrative comments. The evaluation is to be discussed in a private interview with the employee. Any changes in the evaluation which may be made during the interview should be initialed by the employee. All attachments must be signed by the employee and evaluator.

EXPLANATION OF THE FORM

1. REPORT HEADING - Self-explanatory. Complete all items.
2. SECTION A - Each factor listed in this section must be checked (X) in an appropriate column. If additional factors are inserted in the "other" spaces provided, be certain they are job-related. (The lead person factors are not to be referenced in evaluating the performance of non-lead person personnel.)

Each check mark placed in Columns a or b requires explanation in SECTION C. Check marks in Columns d or e must be explained in SECTION B.

3. SECTION B - Record job strengths or instances of exemplary performance, including details of check marks in Columns d or e. Indicate progress or improvements resulting from the employee's effort to meet previously established goals. Record agreement upon goals for future accomplishment. All attachments must be signed by the evaluator and the employee.
4. SECTION C - Record in specific detail the reason(s) for check marks placed in Columns a or b. All attachments must be signed by the evaluator and the employee.
5. SECTION D - The employee must sign and date this section (and any attachments to the report). The employee may comment in the space provided, or may use an attachment. If the employee prefers not to sign the report for any reason, the evaluator should so indicate in this section with a brief comment.
6. SECTION E - Each Performance Evaluation Report is to be reviewed and signed in this section by the person doing the evaluation before it is forwarded to the Human Services Department.