

## SAN DIEGO STATE UNIVERSITY REPORT OF PERFORMANCE - SUPA

NAME:		EMP ID #:	
Rating Period (mm/dd/yy)	From:	To:	DIV./DEPT.:
EVALUATION TYPE:      Permanent <input type="checkbox"/> Probationary <input type="checkbox"/> Temporary <input type="checkbox"/>			
: 1 Year probationary <input type="checkbox"/> 6th <input type="checkbox"/> 9th <input type="checkbox"/> 12th month			

### SECTION A Performance Ratings

Immediate Supervisor must check each appropriate factor in the proper column.	(a) Superior						(c) Satisfactory						(e) Unsatisfactory					
	(b) Outstanding						(d) Marginal						(f) Not Rated					
	f	e	d	c	b	a		f	e	d	c	b	a					
1. Observance of Work Hours							21. Work Coordination											
2. Attendance							22. Initiative											
3. Grooming & Dress							23. Learning Ability											
4. Safety Practices																		
5. Public Contacts																		
6. Employee Contacts																		
7. Communication							<b>FOR SUPERVISORS ONLY</b>											
8. Knowledge of Work							27. Planning & Organizing											
9. Work Judgments							28. Scheduling & Coordinating											
10. Planning & Organizing							29. Training & Instructing											
11. Job Skill Level							30. Productivity											
12. Quality of Work							31. Evaluating Subordinates											
13. Vol. Of Acceptable Work							32. Judgments & Decisions											
14. Meeting Deadlines							33. Leadership											
15. Accepts Responsibility							34. Operational Economy											
16. Accepts Direction							35. Supervisory Control											
17. Accepts Change							36. Equal Opportunity Efforts											
18. Effectiveness Under Stress							37. Diversity & Equity											
19. Appearance of Work Station																		
20. Operation & Care of Equipment																		

**40. SUMMARY EVALUATION – Check Overall Performance Rating**

**SECTION B** Record job strengths & superior performance incidents.

**SECTION C** Record specific work performance or job behaviors requiring improvement or correction.

**SECTION D** Record specific goals or improvement programs to be undertaken during next evaluation period.

**SECTION E** Record progress achieved in attaining previously set goals for improved work performance or job qualifications.

**SECTION F** If this employee is eligible for permanent status, do you recommend permanent status be granted?

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

**Administrator:**  I agree  I disagree

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

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

**Comments:**

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**SECTION B-F CONTINUED** Use this additional space to continue recording any information from the sections above.

## INSTRUCTIONS FOR COMPLETION

1. Prepare an initial draft of the Report of Employee Performance. Prior to meeting with the employee to discuss the draft Report, the evaluator may request the employee to complete a self-evaluation, which will also be discussed during the performance evaluation interview. The evaluator is required to consider any input in preparing the final evaluation.
2. Permanent employees shall be subject to and receive annual performance evaluations. The evaluations must be given annually in accordance with campus procedures and timelines.
3. A sergeant or the immediate supervisor may draft and sign the performance evaluation. A sworn MPP (employee in the Management Personnel Plan) shall review the performance evaluation as the approving authority prior to the performance evaluation being presented to the employee. At the completion of the evaluation discussions with the employee, a sworn MPP shall sign the performance evaluation. If the sworn MPP is the immediate supervisor, then a non-sworn MPP shall review and sign the performance evaluation.
4. A written record of the performance evaluation shall be placed in the employee's personnel file. The employee shall be provided with a copy of the written performance evaluation.
5. If an employee disagrees with the performance evaluation, the employee may submit a rebuttal statement which shall be attached to the record of the performance evaluation within thirty (30) days of the employee's receipt of a signed copy of the performance evaluation.
6. The content of performance evaluations shall not be subject to the provisions of Article 7, Grievance Procedure.
7. Provide the employee with a draft copy of the Report of Employee Performance prior to a performance evaluation interview and inform the employee of the date, time, place and purpose of the evaluation interview. During the interview, the evaluator should encourage the employee to discuss his/her opinions and observations regarding the content of the evaluation.
8. Upon completion of the evaluation interview, the Report of Employee Performance is completed in final form and signed by the evaluator. The Report is then given to the employee for signature. The employee may include comments on the form or may attach written comment, if desired, and return the Report to the evaluator. Normally, the employee should be given a maximum of three working days to sign the Report and/or to submit written comments before the Report is processed to the reviewing office. If the employee refuses or declines to sign the Report, the evaluator must indicate this under EMPLOYEE'S ACKNOWLEDGEMENT.
9. The Report of Employee Performance is forwarded to the reviewing officer for signature. The reviewing officer is an MPP manager to whom the evaluator reports unless the college or department has designated another manager to act as reviewing officer.
10. The completed Report of Employee Performance and any attachments must be copied and distributed by the evaluator as follows: **ORIGINAL**-to the Center for Human Resources; **COPY**-to the employee being evaluated; **COPY**-to the department.
11. The rater should review the report with his/her supervisor or manager, as appropriate. All signatures should be in ink. Changes and corrections must be initialed by the employee and the rater.
12. If space for comments is inadequate, similarly dated and signed attachments may be made (either typewritten or in ink).
13. Due dates must be observed and are particularly important for service based increase and probationary employee reporting. The regular evaluation of employees' performance is critically important. It is the basis by which employees learn and understand organizational expectations and their own performance. These evaluations are critical to decisions about Performance Based Pay awards, Discretionary Increases and promotions.
14. Unscheduled reports may be prepared at any time for any employee.

15. This form should contain no reference to the appropriateness/inappropriateness of classification level. This rating is based upon the performance at the existing level. Requests to reclassify positions are processed through the Classification area of The Center for Human Resources.

**SECTION A:** Check one column for each factor. Column (f) may be checked when a factor is not considered applicable to a particular job or when the supervisor has not been able to observe the behavior. Additional spaces have been provided to write any additional factors. Each check mark in Columns (a) and (b) requires specific explanation in Section “B”. Each check mark in (d) and (e) requires specific explanation in Section “C”.

**SUMMARY EVALUATION:** Check the overall performance here, taking into account all factors and total performance over the full period of service being evaluated.

**SUPERIOR:** Total performance is far above normal standards for the position. Employee is making a superior contribution to the University. Superior or excellent performance should be noted in Section “B”. Only a few employees would normally qualify for this rating.

**OUTSTANDING:** Consistently competent performance exceeding standards in all critical factors for the position.

**SATISFACTORY:** Meets the requirements of the position in a competent manner.

**MARGINAL:** Total performance periodically or regularly falls short of normal standards. Specific deficiencies should be noted in Section “C” or in a signed, dated attachment.

**NOT SATISFACTORY:** Performance clearly inadequate in one or more critical factors. Employee has demonstrated inability to improve or to meeting standards. Performance not acceptable for position held. Specific deficiencies should be noted with in Section “C” or in a signed, dated attachment.

**SECTION B:** Describe outstanding qualities or performance, particularly when check marks in Columns (a) and (b) do not seem particularly descriptive.

**SECTION C:** Give specific reasons for check marks in Columns “C” and “D”.

**SECTION D:** Record agreed-upon or prescribed performance goals for the next evaluation period. This may include suggestions for in-service training.

**SECTION E:** Record progress or improvements in performance resulting from employee’s efforts to reach previously set goals. Also record any in-service training received or additional job-related course work undertaken during the rating period.

**SECTION F:** Probationary or temporary employees may be separated (or retreat if permanent in another class) at any time such action is deemed necessary. The supervisor or manager may request a special or unscheduled evaluation at any time. If the recommendation is negative, the report of performance should support the denial.