

# CALIFORNIA STATE UNIVERSITY MARITIME ACADEMY EMPLOYEE PERFORMANCE EVALUATION

BU \_\_\_\_\_  
 MPP/C99

Employee's Name:

Classification:

Department:

Rater's Name:

Date of Report:

Next Review Date:

Type of Report:    Probation (First)    Probation (Second)    Probation (Third)    Annual    Other: \_\_\_\_\_

**SUPERVISOR'S INSTRUCTIONS:** All areas must be completed. If not applicable, indicate N/A. Provide a complete statement to document all ratings. State timeframes and criteria for improvement when rating factors are either "Partially Meets Expectations" or "Does Not Meet Expectations." Attach additional sheets if needed. Add the ratings below to determine overall rating using the "Guidelines for Scoring Overall Rating."

### RATINGS

- 3 = **EXCEEDS EXPECTATIONS:** Performance that exceeds the requirements of the position. Results achieved are often beyond reasonable expectations.
- 2 = **MEETS EXPECTATIONS:** Performance that is completely and fully satisfactory. Results achieved are what are expected of a competent employee.
- 1 = **PARTIALLY MEETS EXPECTATIONS:** Performance in certain areas, after a reasonable period of time and training, is below normal expectations and periodically falls short of acceptable standards. (State timeframes and criteria for improvement.)
- 0 = **DOES NOT MEET EXPECTATIONS:** Inadequate performance. Rating is used when employee clearly fails to meet even the minimum requirements of the position. Performance is considered a liability rather than an asset to the department. (State timeframes and criteria for improvement.)

<b>1.</b>	<b>Accuracy and Quality of Work</b>	<b>Rating:</b>
<b>2.</b>	<b>Attendance/Punctuality</b>	<b>Rating:</b>
<b>3.</b>	<b>Communication Skills (oral and/or written)</b>	<b>Rating:</b>

4. Initiative	Rating:
5. Judgement and Decision Making	Rating:
6. Organizational Skills and Completion of Assignments or Projects	Rating:
7. Technical Skills and Abilities	Rating:

**GUIDELINES FOR SCORING OVERALL RATING:**

- 18-21 = Exceeds Expectations
- 12-17 = Meets Expectations
- 8-11 = Partially Meets Expectations
- 0-7 = Does not Meet Expectations

***For Supervisory MPP Positions ONLY, complete numbers 8, 9, and 10***

<b>8.</b>	<b>Supervision of Staff (delegation of work, performance appraisals)</b>	<b>Rating:</b>
<b>9.</b>	<b>Motivates, Trains and Encourages Employee Development</b>	<b>Rating:</b>
<b>10.</b>	<b>Promotes Good Employee Relations. Establishes and Maintains Acceptable Employee Standards of Conduct. Counsels and Documents Actions as Appropriate</b>	<b>Rating:</b>

**GUIDELINES FOR SCORING OVERALL RATING FOR SUPERVISORS:**

- 25-30 = Exceeds Expectations
- 17-24 = Meets Expectations
- 13-16 = Partially Meets Expectations
- 0-12 = Does Not Meet Expectations

**OVERALL RATING:** \_\_\_\_\_ (total numerical ratings for all areas of evaluation)

<b>A.</b>	<b>List Accomplishments During This Review Period</b>

<b>B. List Knowledge, Skills, Behaviors Requiring Improvement, if applicable (include timeframes and criteria)</b>
<b>C. List Training or Development Suggested (include timeframes)</b>
<b>D. List Key Objectives/Special Projects Assigned for Next Rating Period</b>
<b>Summary Comments by Rater/Supervisor/Manager</b>
<input type="checkbox"/> Yes <input type="checkbox"/> No <b>Employee wishes to discuss the evaluation with the Reviewing Officer</b>
<b>Employee Comments (attach additional sheets if needed):</b>

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*I certify that this evaluation has been discussed with me. I understand that my signature does not necessarily indicate agreement and that I may make comments above or add additional sheets of comments if needed.*

Supervisor/Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head/Vice President's Signature: \_\_\_\_\_ Date: \_\_\_\_\_