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## THE PERFORMANCE EVALUATION PROCESS

Employee performance evaluations are mandated by the education code, board rules, and collective bargaining agreements. They are intended to provide formal feedback to the employee regarding his or her work performance on a regular basis. Indeed, an evaluation process is an on-going dialogue between employee and supervisor that connects expectations, ongoing feedback, coaching, performance evaluation, development planning and follow-up for every position in the District.

Within this context, defining goals and performance is a process expected to start as soon as your employment begins and continue on an informal basis throughout the year. It is, therefore, important that you and your supervisor set time aside to discuss:

- Your department's role and mission within the college's mission, or if you are assigned to the District Office, how your department provides support to the District's nine colleges.
- Your role and how your job impacts your department's mission.
- How you can best utilize your skills, expertise and ideas to produce positive workplace results.

All employees are expected to participate in the on-going informal evaluation process. Employees are also required to be formally evaluated by their supervisor in writing. The frequency of the formal evaluation process, applicable [performance evaluation forms](#) and processes varies according to employee service as specified in each [collective bargaining agreement](#). For example, tenured faculty are formally evaluated every three years; temporary faculty receive a formal evaluation before the end of their second semester of employment and at least once every six semesters of employment thereafter. Probationary Classified employees are typically formally evaluated at the second and fourth month of the probationary period; regular-status Classified employees are evaluated annually.

Your supervisor can direct you to many of the resources available for your professional development as an employee. Whenever you need assistance, support, or clarification of expectations or processes, you should begin with your supervisor.

- ***For additional information, please contact:***

Your supervisor will explain the performance evaluation process applicable to your job.