

**APPENDIX I**  
**El Camino Community College District**  
**Classified Employee Performance Evaluation**

Employee Name: \_\_\_\_\_ Classification: \_\_\_\_\_

Department/Division: \_\_\_\_\_ Employment Date: \_\_\_\_\_ Evaluation Period: \_\_\_\_\_

Definition of Ratings: E = Exceeds Expectations  
 N = Needs Improvement  
 M = Consistently Meets Expectations  
 U = Unsatisfactory  
**COMMENTS**

<p><b>Quality of Work:</b> Work is accurate, organized and thorough. E M N U  <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	
<p><b>Quantity of Work:</b> Volume of work regularly produced meets job requirements and guidelines, and is an effective use of time. E M N U  <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	
<p><b>Judgment:</b> Proper interpretation of regulations, policies and standards, ability to make sound decisions with limited guidance. E M N U  <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	
<p><b>Working Relations:</b> Works with and through others, works effectively as a part of a group, and protects the confidentiality of sensitive information. E M N U  <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	
<p><b>Initiative:</b> Demonstrates creativity in performing job duties. E M N U  <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	
<p><b>Dependability and Reliability:</b> Carries out the responsibilities of the position with minimal supervision. E M N U  <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	
<p><b>Attendance and Punctuality:</b> Reports to work as scheduled and on time and complies with standards for attendance, rest periods and meal periods E M N U  <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	
<p><b>Safety:</b> Complies with District safety policies and practices. Operates equipment and/or vehicles in a safe manner. Reports unsafe conditions. E M N U  <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	
<p><b>Communication Skills:</b> Conveys and understands policies, procedures and instructions. Presents ideas clearly and concisely, either orally or in writing. E M N U  <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	



