Section A: SELF EVALUATION (to be completed by the employee prior to supervisor’s review). Note reason for any designation other than “Fully Satisfactory” in the space provided.

<table>
<thead>
<tr>
<th></th>
<th>Outstanding</th>
<th>Fully Satisfactory</th>
<th>Needs Improvement</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. PERSONAL CHARACTERISTICS: Observances of work hours, attendance, punctuality, safety practices, observances of Rio Hondo policies and procedures, cooperation, enthusiasm, attitude toward supervision and public demeanor.</td>
<td>☐</td>
<td>☐</td>
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</tr>
<tr>
<td>2. INITIATIVE: Planning and organizing, public contacts, employee contacts, student contacts, interest in position responsibilities, use of time and decision making ability.</td>
<td>☐</td>
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</tr>
<tr>
<td>3. QUALITY OF WORK: Work judgments, effectiveness under stress, work coordination, ability to learn responsibilities and resourcefulness.</td>
<td>☐</td>
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</tr>
<tr>
<td>4. QUANTITY OF WORK: Volume of acceptable work meets deadlines accepts responsibility and accepts direction.</td>
<td>☐</td>
<td>☐</td>
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</tr>
<tr>
<td>5. SKILLS/KNOWLEDGE: Proficiency in required skills, knowledge of work, operation and care of equipment and continuing growth.</td>
<td>☐</td>
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</tr>
<tr>
<td>6. OPTIONAL: Additional comments and/or employee development plans (action plan for improving performance and/or development).</td>
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Employee’s Signature

Date
Section B: SUPERVISOR IS TO COMPLETE (to be completed after the employee’s self-evaluation). Note reason for any designation other than “Fully Satisfactory” in the space provided.

1. PERSONAL CHARACTERISTICS: Observances of work hours, attendance, punctuality, safety practices, observances of Rio Hondo policies and procedures, cooperation, enthusiasm, attitude toward supervision and public demeanor.

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<tr>
<th>Outstanding</th>
<th>Fully Satisfactory</th>
<th>Needs Improvement</th>
<th>Unsatisfactory</th>
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2. INITIATIVE: Planning and organizing, public contacts, employee contacts, student contacts, interest in position responsibilities, use of time and decision making ability.

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3. QUALITY OF WORK: Work judgments, effectiveness under stress, work coordination, ability to learn responsibilities and resourcefulness.

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4. QUANTITY OF WORK: Volume of acceptable work meets deadlines accepts responsibility and accepts direction.

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5. SKILLS/KNOWLEDGE: Proficiency in required skills, knowledge of work, operation and care of equipment and continuing growth.

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6. SUPERVISORY SKILLS: (for those employees who supervise others) Planning and organizing, scheduling, training, motivation, leadership, supervisory control and evaluation.

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7. OPTIONAL: Additional comments and/or employee development plans (action plan for improving performance and/or development).

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Section C: OPTIONAL: Additional comments and/or employee development plans (action plan for improving performance and/or development).

RECOMMENDATION:
For Probationary Employees: ___ Retain ___ Release
For Regular Employees: Step Increase: ___ Yes ___ No*
*Follow Up Review Date:

EMPLOYEE: I certify this evaluation has been discussed with me. I understand my signature does not necessarily indicate agreement and I may respond in writing to any evaluation aspect and this response, in letter form, will be placed in my personnel file, in addition to the evaluation. I further understand I will receive a copy of this evaluation from the Office of Human Resources.

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<tr>
<th>Employee's Signature</th>
<th>Date</th>
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ADMINISTRATOR: I certify the report represents my best judgment.

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<th>Date</th>
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SECOND LEVEL ADMINISTRATOR: I concur with this review

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<tr>
<th>Signature</th>
<th>Date</th>
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C/O USE ONLY
From $ ___ To $ ___ On ___
Director ___ Payroll ___
I. The Board shall conduct an evaluation of the Superintendent/President at least annually. Such evaluation shall comply with any requirements set forth in the contract of employment with the Superintendent/President as well as this policy.

II. The Board shall evaluate the Superintendent/President using an evaluation process developed and jointly agreed to by the Board and the Superintendent/President.

III. The criteria for evaluation shall be based on board policy, the Superintendent/President's job description, and performance goals and objectives developed in accordance with Board Policy 1105.

IV. Source/Reference

I. The Board is committed to assessing its own performance as a board in order to identify its strengths and areas in which it may improve its functioning.

II. To that end, the Board has established the following processes:

A. A committee of the Board shall be appointed in June to determine the instrument or process to be used in board self-evaluation. Any evaluation instrument shall incorporate criteria contained in these board policies regarding board operations, as well as criteria defining the board effectiveness promulgated by recognized practitioners in the field.

B. The process for evaluation shall be recommended to and approved by the Board.

C. If an instrument is used, all board members will be asked to complete the evaluation instrument and submit them to the Board Secretary (Superintendent/ President).

D. A summary of the evaluations will be presented and discussed at a board session scheduled for that purpose. The results will be used to identify accomplishments in the past year and goals for the following year.

III. Source/Reference

Accreditation Standard 10.A.5
Rio Hondo Community College District

CONFIDENTIAL EMPLOYEE PERFORMANCE REVIEW

Employee's Name_________________________ Seniority Date in Class_____________________
Department_____________________________ Date Sent From OPS__________________________
Classification___________________________ Return To OPS Prior To________________________

I. Knowledge, Ability and Skills to Perform Job

Observations:

Satisfactory level performance requires that the employee:

A. Has command of all assigned work duties and responsibilities

B. Has the technical grasp of the job where applicable

C. Has consistently demonstrated his/her ability by performing all required job skills in a competent manner

II. Attitude Toward Job Assignment and Initiative

Observations:

Satisfactory level performance requires that the employee:

A. Is a self-starter who does the job without being asked

B. Shows enthusiasm

C. Contributes suggestions for improvements

D. Sets goals and works toward them willingly

E. Cooperates with co-workers

F. Accepts direction from his/her supervisor, including constructive criticism where applicable

III. Dependability

Observations:

Satisfactory level performance requires that the employee:

A. Performs the work assignment with a minimum of supervision

B. Uses good judgment

C. Complete his/her work in a timely manner
IV. People Relationships

Satisfactory level performance requires that the employee:

A. Actively fosters a cooperative and pleasant working environment for other employees

B. Maintains effective relationships with Management

V. Confidentiality

Satisfactory level performance requires that the employee:

A. Has consistently maintained the confidentiality of the position

VI. Goals and Objectives

Satisfactory level performance requires that the employee:

A. Has set goals and objectives for the year.

B. Has met these goals satisfactorily

Additional Observations:

Observations:

Recommend for merit increase
Reason(s):

Do not recommend for merit increase
Reason(s):

Employee's Signature (indicates employee has read the appraisal) Date

Supervisor's Signature Date

FOR OPS ONLY: