CLASS CLIMATE FOR CONFIDENTIAL MANAGEMENT

ALL ON LINE 360 SURVEYS TO EMAIL ADDRESSES.

LAST PAGE OR PAGES FOR COMMENTS-NOT SHOWN AS IT IS CONFIDENTIAL.
### Overall Indicators

**Global Index**

1. Planning ($\alpha = 0.92$)  
   ![Scale 1-5]  
   $\bar{x} = 2.33$  
   $\text{dev} = 1.12$

2. Organization ($\alpha = 0.97$)  
   ![Scale 1-5]  
   $\bar{x} = 2.23$  
   $\text{dev} = 0.86$

3. Decision-Making ($\alpha = 0.92$)  
   ![Scale 1-5]  
   $\bar{x} = 2.45$  
   $\text{dev} = 1.12$

4. Problem-Solving ($\alpha = 0.89$)  
   ![Scale 1-5]  
   $\bar{x} = 2.61$  
   $\text{dev} = 1.14$

5. Budget Management  
   ![Scale 1-5]  
   $\bar{x} = 2.04$  
   $\text{dev} = 1.15$

6. Communication Skills ($\alpha = 0.92$)  
   ![Scale 1-5]  
   $\bar{x} = 2.32$  
   $\text{dev} = 1.2$

7. Supervisory Skills ($\alpha = 0.94$)  
   ![Scale 1-5]  
   $\bar{x} = 2.04$  
   $\text{dev} = 1.15$

8. Interpersonal Skills ($\alpha = 0.9$)  
   ![Scale 1-5]  
   $\bar{x} = 2.75$  
   $\text{dev} = 0.88$

9. Personal Qualities ($\alpha = 0.82$)  
   ![Scale 1-5]  
   $\bar{x} = 2.55$  
   $\text{dev} = 1.19$

10. Knowledge/Skills ($\alpha = 0.94$)  
    ![Scale 1-5]

---

### Survey Results

**Legend**

- **Relative Frequencies of answers**
  - StM Dev.
  - Mean
  - Median

- **Left poll**
  - 20%
  - 0%
  - 50%
  - 0%
  - 20%

- **Right poll**
  - 0%
  - 0%

- **Scale**
  - 1
  - 2
  - 3
  - 4
  - 5

- **Histogram**

---

**1. Planning**

1.1. Develops plans, goals and objectives for area of responsibility; adjusts plans as necessary to meet changing needs

- **Always**
  - 22.2%
  - 33.3%
  - 33.3%
  - 11.1%
  - 0%

- **Never**
  - n=18
  - $\bar{x} = 2.33$
  - $\text{dev} = 0.67$
  - $\text{ab}=1$
2. Organization

2.1) Arranges and structures activities to increase effective use of personnel, materials, and equipment of department to accomplish objectives

<table>
<thead>
<tr>
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<th>27.8%</th>
<th>27.8%</th>
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n=18
av=2.22
md=2
dev=0.54
sh=.1

2.2) Prioritizes and delegates work appropriately; develops effective timelines and meets deadlines

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n=19
av=2.53
md=3
dev=1.67

3. Decision-Making

3.1) Researches and analyzes issues thoroughly; solicits input from others key to issue

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<tr>
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<th>21.1%</th>
<th>26.3%</th>
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n=19
av=2.53
md=3
dev=1.67

3.2) Exercises good judgment; formulates sound recommendations and conclusions

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4. Problem-Solving

4.1) Deals with problems in an effective manner; considers the impact on other individuals and departments

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4.2) Utilizes a collaborative approach to problem-solving; demonstrates the ability to facilitate conflict resolution

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5. Budget Management

5.1) Practices effective budget management

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6. Communication Skills

6.1) Listens and is open to others' views and constructive criticism; is accessible and approachable; responds in a timely manner to inquiries

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6.2) Utilizes verbal and written skills which are accurate, direct, concise and clear

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dev=1.17
sh=.12

11/02/2011
Class Climate evaluation
Page 2
8.3) Conducts meetings in an effective manner

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av.=2.53
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dev.=1.67

7.4) Communicates expectations to staff; gives feedback on progress and accomplishments; completes performance evaluations on a timely basis

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av.=3.1
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dev.=1.29
ab.=1

7.7) Supportive of staff; demonstrates the ability to positively motivate and provide an opportunity for training and staff development

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av.=2.33
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dev.=1.3
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8. Interpersonal Skills

8.1) Maintains cooperative working relationships; fosters team-building skills; sensitive to others' needs; displays/earns mutual trust and respect of others; keeps professional confidences

<table>
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av.=2.47
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dev.=1.22
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8.2) Positively represents the District/College to others

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9. Personal Qualities

9.3) Maintains high standards which support quality work, creativity, motivation, initiative, punctuality, and good attendance

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av.=2.22
md=2
dev.=0.88
ab.=1

9.2) Addresses own professional development needs; participates in related professional associations

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av.=1.90
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dev.=0.79
ab.=7

9.3) Demonstrates qualities of integrity, honesty and ethical practices

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<th>3</th>
<th>4</th>
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dev.=0.97

10. Knowledge/Skills

10.1) Demonstrates the knowledge and skills necessary to effectively manage areas of responsibilities

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<th>3</th>
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<td>36.8%</td>
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<td>5.3%</td>
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n=19
av.=2.42
md=3
dev.=1.22

10.2) Provides effective leadership

<table>
<thead>
<tr>
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<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
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<th>Never</th>
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n=19
av.=2.96
md=3
dev.=1.16

11/02/2011
Profile

Subunit: District - General Surveys

Name of the Instructor: [Redacted]

Name of the course: [Redacted]

1. Planning

1.1) Develops plans, goals and objectives for area of responsibility; adjust plans as necessary to meet changing needs

<table>
<thead>
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<th>Sometimes</th>
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</thead>
<tbody>
<tr>
<td>1.1</td>
<td>n=18</td>
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1.2) Promotes innovation and/or change for improvement

<table>
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<th>Sometimes</th>
<th>Never</th>
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</thead>
<tbody>
<tr>
<td>1.2</td>
<td>n=18</td>
<td>av=2.22</td>
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2. Organization

2.1) Arranges and structures activities to increase effective use of personnel, materials and equipment of department to accomplish objectives

<table>
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<th>Sometimes</th>
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<tr>
<td>2.1</td>
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2.2) Prioritizes and delegates work appropriately; develops effective timelines and meets deadlines

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<th>Never</th>
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<tr>
<td>2.2</td>
<td>n=18</td>
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3. Decision-Making

3.1) Researches and analyzes issues thoroughly; solicits input from others key to issue

<table>
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<tr>
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<th>Sometimes</th>
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<tr>
<td>3.1</td>
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3.2) Exercises good judgment; formulates sound recommendations and conclusions

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4. Problem-Solving

4.1) Deals with problems in an effective manner; considers the impact on other individuals and departments

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4.2) Utilizes a collaborative approach to problem-solving; demonstrates the ability to facilitate conflict resolution

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5. Budget Management

5.1) Practices effective budget management

<table>
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<td>5.1</td>
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6. Communication Skills

6.1) Listens and is open to others' views and constructive criticism; is accessible and approachable; responds in a timely manner to inquiries

<table>
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6.2) Utilizes verbal and written skills which are accurate, direct, concise and clear

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6.3) Conducts meetings in an effective manner

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## 7. Supervisory Skills

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<th>av.</th>
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<tr>
<td>7.1) Communicates expectations to staff; gives feedback on progress and accomplishments; completes performance evaluations on a timely basis</td>
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<td></td>
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<td>7.2) Supportive of staff; demonstrates the ability to positively motivate and provide an opportunity for training and staff development</td>
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## 8. Interpersonal Skills

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<th>av.</th>
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<tr>
<td>8.1) Maintains cooperative working relationships; fosters team-building skills; sensitive to others' needs; displays/earns mutual trust and respect of others; keeps professional confidences</td>
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<td>8.2) Positively represents the District/College to others</td>
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## 9. Personal Qualities

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<th>Always</th>
<th>Never</th>
<th>n=</th>
<th>av.</th>
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<tbody>
<tr>
<td>9.1) Maintains high standards which support quality work, creativity, motivation, initiative, punctuality, and good attendance</td>
<td></td>
<td></td>
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<td>2.22</td>
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<td>9.2) Addresses own professional development needs; participates in related professional associations</td>
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<td>12</td>
<td>1.92</td>
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<tr>
<td>9.3) Demonstrates qualities of integrity, honesty and ethical practices</td>
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<td>19</td>
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## 10. Knowledge/Skills

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<td>10.1) Demonstrates the knowledge and skills necessary to effectively manage areas of responsibilities</td>
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<tr>
<td>10.2) Provides effective leadership</td>
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<td>2.68</td>
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Profile

Subunit: District - General Surveys

Name of the instructor: Jeanne Depth

Name of the course: (Name of the survey)

1. Planning
   - av=2.28
2. Organization
   - av=2.48
3. Decision-Making
   - av=2.45
4. Problem-Solving
   - av=2.61
5. Budget Management
   - av=2
6. Communication Skills
   - av=2.46
7. Supervisory Skills
   - av=2.23
8. Interpersonal Skills
   - av=2.25
9. Personal Qualities
   - av=2.04
10. Knowledge/Skills
    - av=2.55
Presentation template

No. of responses = 19

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<tr>
<th>Category</th>
<th>No. 1</th>
<th>No. 2</th>
<th>No. 3</th>
<th>No. 4</th>
<th>No. 5</th>
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<td>Planning</td>
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<td>Supervisory Skills</td>
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Interpersonal Skills

8. Interpersonal Skills

\[ \begin{array}{ccccc}
1 & 2 & 3 & 4 & 5 \\
\end{array} \]
av. = 2.25

Personal Qualities

9. Personal Qualities

\[ \begin{array}{ccccc}
1 & 2 & 3 & 4 & 5 \\
\end{array} \]
av. = 2.04

Knowledge/Skills

10. Knowledge/Skills

\[ \begin{array}{ccccc}
1 & 2 & 3 & 4 & 5 \\
\end{array} \]
av. = 2.55
Standard III.A. Evidence List

III A

Board Policy on Minimum Qualifications

III A3

Human Resources Manual

III A1a

Hiring Guidelines

People Admin

Request by Dean for advertising

III A1b

Class Climate

Confidential Management Evaluation

Classified Evaluation

List of Adjuncts for evaluation

List of Faculty for evaluation

III A1d

Chancellor Letter

Ethics Point Booklet

Ethics Point icons per campus for reporting
**Classification Personnel**

**Performance Evaluation Report**

*Please use ink or typewriter for final markings*

<table>
<thead>
<tr>
<th>Employee's Name</th>
<th>Social Security Number</th>
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<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Classification</th>
<th>Due Date</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
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**Type of Evaluation:**  
- [ ] First (Probationary)  
- [ ] Final (Probationary)  
- [ ] Annual  
- [ ] Unscheduled

### Section A
**Factor Check List**

(Immediate Supervisor must check each factor in the appropriate column)

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>Does Not Apply</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Satisfactory</td>
<td>Requires Improvement</td>
<td>Meets Standards</td>
<td>Exceeds Standards</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

1. Observation of work hours
2. Attendance
3. Compliance with rules
4. Safety practices
5. Public contacts
6. Student contacts
7. Staff contacts
8. Knowledge of work
9. Work judgements
10. Planning and organizing
11. Job skill level
12. Quality of work
13. Volume of acceptable work
14. Work coordination
15. Meets deadlines
16. Accepts responsibility
17. Accepts direction
18. Accepts change
19. Effectiveness under stress
20. Initiative
21. Appearance of work station
22. Operation & care of equipment

### Additional Factors

- 23.
- 24.
- 25.
- 26.
- 27.
- 28.
- 29.

### Section B
- Record job strengths and superior performance incidents

### Section C
- Record progress achieved in attaining previously set goals for improved work performance, for personal, or job qualifications.

### Section D
- Record specific goals or improvement programs to be undertaken during next evaluation period

### Section E
- Record specific work performance deficiencies or job behavior requiring improvement or correction (Explain checks in column A)

### Summary Evaluation
- [ ] Not Satisfactory
- [ ] Requires Improvement
- [ ] Effective Meeting Standards
- [ ] Exceeds Standards

**Rater:** I certify that this report represents my best judgement. [ ] I do [ ] I do not recommend this employee be granted permanent status. (For final probationary reports only)

**Rater's Signature**

**Title**

**Reviewer (If none, so indicate)**

**Reviewer's Signature**

**Title**

**Employee:** I certify that this report has been discussed with me. I understand my signature does not necessarily indicate agreement. I understand that I have ten (10) working day to respond in writing to any derogatory material in this report and that my response will be attached to this report. (Please place comments on a separate sheet of paper and attach to this report.)

**Employee's Signature**

**Date**

**Reviewer's Signature**

**Date**

**Title**

---

5,000--7/99--AC_HR

White--District Human Resources  
Yellow--Employee
Report of Confidential and Management
Employee Evaluation

<table>
<thead>
<tr>
<th>Employee's Name</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Job Title</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>Section I. Evaluation Components</th>
<th>Section II. Performance</th>
</tr>
</thead>
<tbody>
<tr>
<td>(please attach)</td>
<td>(see back for definitions)</td>
</tr>
</tbody>
</table>

- Survey Responses Summary
- Self Assessment, including Accomplishments and Goals
- Job Description
- Other

- Satisfactory
- Needs Improvement
- Unsatisfactory

Section III. Written Evaluation

**Employee**: I certify that this report has been discussed with me and that I am aware it will be placed in my official personnel file. I understand my signature does not necessarily indicate agreement. I also understand that I have ten (10) working days to respond in writing to any material in this report and that my response will be attached to this report. (See Policy 10E9, Rights for Reconsideration.)

<table>
<thead>
<tr>
<th>Employee's Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Supervising Administrator's Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>College President/Designee's Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Chancellor's/Designee's Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

**Comments (Chancellor or College President)**
Performance Definitions

Satisfactory—The performance is identified as "satisfactory" if performance standards and expectations are met or exceeded during the evaluation period.

Needs Improvement—If the immediate supervisor identifies the evaluatee's performance as "needs improvement" goals for improvement and an appropriate timeline shall be established for demonstrated improvement to occur. This timeline for improvement is not to exceed one (1) year. At the end of the designated timeline, a follow-up evaluation shall occur.

Unsatisfactory—If the immediate supervisor determines that the employee's job performance is unsatisfactory, the Chancellor or College President will recommend termination. (See Policy 10E9, Rights for Reconsideration.)