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.
### Survey Details

- **Survey**: Evaluation for Doris Givens
- **Type**: Online survey (using PSWDs)
- **No. of PSWDs**: 21 of 49 PSWDs are still available
- **Questionnaire**: CMEFORM
- **Status**: Data available, report available
- **Survey Created on**: 03/02/2010 at 04:20:52 pm
- **Last data collection On**: 03/10/2010 at 02:53:07 pm
- **No. of collected questionnaires**: 19 of 49 generated PSWDs (Contingent of feedback 39%)

### Actions

- **Unlock data collection**
- **Rename Survey**
- **Restore Survey**
- **Move Survey**
- **Delete Survey**
- **Edit/Show notes**

### Survey data

- Results in HTML format
- Results in PDF format
- Raw data in SPSS format
- Raw data in CSV format

### Additional options

- **Profile Line**
- **Automatic**
- **Manual**
- **Kvist-diagram**
- **Show**
- **Merge evaluations...**
- **Evaluate subgroup...**

**Reload**  [Back]
Overall Indicators

Global Index

1. Planning ($\alpha = 0.92$)

2. Organization ($\alpha = 0.97$)

3. Decision-Making ($\alpha = 0.92$)

4. Problem-Solving ($\alpha = 0.89$)

5. Budget Management

6. Communication Skills ($\alpha = 0.92$)

7. Supervisory Skills ($\alpha = 0.94$)

8. Interpersonal Skills ($\alpha = 0.9$)

9. Personal Qualities ($\alpha = 0.82$)

10. Knowledge/Skills ($\alpha = 0.94$)

Survey Results

Legend

Question text

1. Planning

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

11/8/2011  Class Climate evaluation
1.2) Promotes innovation and/or change for improvement

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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

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

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3. Decision-Making

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

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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

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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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### 7. Supervisory Skills

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

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

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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

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8.2) Positively represents the District/College to others

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### 9. Personal Qualities

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

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

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9.3) Demonstrates qualities of integrity, honesty and ethical practices

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### 10. Knowledge/Skills

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

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10.2) Provides effective leadership

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Profile

1. Planning

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

1.2) Promotes innovation and/or change for improvement

2. Organization

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

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

3. Decision-Making

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

3.2) Exercises good judgment; formulates sound recommendations and conclusions

4. Problem-Solving

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

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

5. Budget Management

5.1) Practices effective budget management

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

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

6.3) Conducts meetings in an effective manner

11/02/2011
7. Supervisory Skills

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

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

8. Interpersonal Skills

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

8.2) Positively represents the District/College to others

9. Personal Qualities

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

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

9.3) Demonstrates qualities of integrity, honesty and ethical practices

10. Knowledge/Skills

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

10.2) Provides effective leadership
Profile

Subunit: District - General Surveys
Name of the instructor: [Redacted]
Name of the course: [Redacted]
(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=2.66
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

Planning
1. Planning
   
   ![Diagram]
   
   av.=2.28

Organization
2. Organization
   
   ![Diagram]
   
   av.=2.48

Decision-Making
3. Decision-Making
   
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   av.=2.45

Problem-Solving
4. Problem-Solving
   
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Budget Management
5. Budget Management
   
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Communication Skills
6. Communication Skills
   
   ![Diagram]
   
   av.=2.46

Supervisory Skills
7. Supervisory Skills
   
   ![Diagram]
   
   av.=2.23
8. Interpersonal Skills

av. = 2.25

9. Personal Qualities

av. = 2.04

10. Knowledge/Skills

av. = 2.55
Standard III.A. Evidence List

III A  Board Policy on Minimum Qualifications

III A
 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
# Classified 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>
</tr>
</thead>
<tbody>
<tr>
<td>Classification</td>
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</tbody>
</table>

### Type of Evaluation:
- [ ] First (Probationary)
- [ ] Final (Probationary)
- [ ] Annual
- [ ] Unscheduled

## Section A

**Factor Check List**

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

[Check (✓) overall performance]

- [ ] 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

Date

### Reviewer

If none, so indicate

Reviewer's Signature

Title

Date

### 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

Employee

Title

Date

5,000--7/99--AC,HR

White--District Human Resources

Yellow--Employee
Report of Confidential and Management
Employee Evaluation

<table>
<thead>
<tr>
<th>Section I. Evaluation Components (please attach)</th>
<th>Section II. Performance (see back for definitions)</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Survey Responses Summary</td>
<td>□ Satisfactory</td>
</tr>
<tr>
<td>□ Self Assessment, including Accomplishments and Goals</td>
<td>□ Needs Improvement</td>
</tr>
<tr>
<td>□ Job Description</td>
<td>□ Unsatisfactory</td>
</tr>
<tr>
<td>□ Other</td>
<td></td>
</tr>
</tbody>
</table>

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>
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<table>
<thead>
<tr>
<th>Supervising Administrator’s Signature</th>
<th>Date</th>
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<thead>
<tr>
<th>College President/Designee’s Signature</th>
<th>Date</th>
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<table>
<thead>
<tr>
<th>Chancellor’s/Designee’s Signature</th>
<th>Date</th>
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</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.)