# Peralta Community College District
## Peer/Staff Input Evaluation Feedback Process

## 2020-2021 Management Performance Evaluation

**Instructions for completing form:**

You have been selected as a participant to assess the performance of the employee ("evaluee") identified in the attached Peer/Staff Input Evaluation Feedback Form (Form #7). You have the option of signing the form, or returning it without your signature. Should you choose not to sign it, your identity will not be disclosed to the evaluee. Confidentiality is guaranteed, and only staff from Human Resources will have access to your identity. You must, however, sign the envelope when returning the form so that staff can track who has responded.

Your ratings and comments will be reviewed and summarized by the evaluator, along with the ratings and comments of others. These ratings and comments will be listed anonymously on a sheet and shared with the employee during the Summary Conference.

Please complete this evaluation form using your own understanding and observation of the position, and the performance of the evaluee, and return this form immediately to the direct Manager of the evaluee.

Listed on the form are significant "dimensions" related to administrative and academic supervisory performance skills: Collaboration, Accountability, Communication, Integrity, Stewardship, Job Knowledge, and Innovation. As one of several participants in the evaluation of this employee, you are asked to rate the employee's performance in each of these dimensions, and to provide your comments.

Check off your rating for each of the dimensions. Please include comments with each of your ratings, particularly with ratings of *Exceeds Standard* or *Needs Improvement.* Specific examples of the employee's performance will be most helpful in the Summary Conference.

The evaluation scale is as follows: (Use these ratings to complete the pages of this form.)

**RATINGS: EXPLANATION:**

*NI - "Needs Improvement"*
This individual rarely or never demonstrates the competencies for this category or requires frequent direction/supervision.

*D - "Developing"*
This individual is learning and developing new skills s or may be new to the job/function and is moving in a positive direction toward demonstrating the competencies for this category.

*MS - "Meets Standard"*
This individual consistently demonstrates the competencies for this category. The individual demonstrates the expected behavior in most situations.

*ES - "Exceeds Standard"*
This individual consistently demonstrates excellence in the competencies for this category. The individual can be depended upon to demonstrate the expected behavior under *all reasonable* circumstances. The individual's job achievements have added *significant* value to the goals of their team, department, and/or college.

*NA/O – "Not Applicable/Observable"*

This rating is given when the rating factor does not apply or when job performance has not been observed.

**PERALTA COMMUNITY COLLEGE DISTRICT**

**PEER/STAFF INPUT EVALUATION FEEDBACK LIST**
Evaluation Period: July 1, 2020– June 30, 2021

**RETURN TO EVALUEE'S DIRECT MANAGER**

To: _____ (Supervising Manager)

From: _____ (Manager being Evaluated)

Subject: PEER/STAFF EVALUATION

I would like to include the following individuals in the Peer/Staff Input Evaluation Process as it pertains to my evaluation (select 20-25 peer/staff evaluators):

| Name | Position | Site |
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