

Classified Evaluations 2015-2016

Creation of the Merritt College Classified Evaluations Document

1. Request the HR Classified Evaluation Spreadsheet, 2015-2016 from District HR
2. Print a hard copy of the HR Classified Evaluation Spreadsheet and under Received, write in the date of when the President signs each of the evaluation
3. The HR Classified Evaluation Spreadsheet is reformatted it to the excel sheet that is divided by Manager. The title of the new document is Merritt College Classified Evaluations, 2015-2016
4. Place Merritt College Classified Evaluations, 2015-2016 as an Agenda item during the Managers Meetings and provide a hard copy to all Administrators on a quarterly bases

Steps taken when an evaluation is turned in to the Office of the President

1. Date stamp the PCCD Evaluation of Performance and Development Classified Employees – SEIU, Local 1021
2. Review the evaluation to ensure all boxes are checked and that both the staff member and Administrator have signed the form, if a signature is missing, the form is returned along with a Merritt College routing slip in an intercampus mail envelope, if the form is complete, the form is forwarded to the President for signature
3. Once the President signs the form, the hard copy of the Merritt College Classified Evaluations, 2015-2016 is updated and under Comments, the date that the President signed the evaluation is written in
4. A hard copy is made. The hard copy is filed and placed in the 2015-2016 Classified Evaluation folder which is stored in a locked file cabinet.
5. Update the Merritt College Classified Evaluations, 2015-2016 and note the revision date at the bottom of the excel sheet.
6. Email a copy of the signed evaluation form as an attachment to the Administrator and his/her staff assistant to keep for their records
7. The original evaluation form is mailed to HR via intercampus mail