

PCC-CFT Performance Evaluation Form

The primary purpose of the employee evaluation is improved performance. It is a time for the supervisor and the employee to communicate on performance and goals from the past year and set goals for the next year. The employee evaluation form is the tool used to record performance and goals achieved and to document future goal setting.

Suggestions for use:

1. Consult Article 16 of the PCC-CFT contract.
2. Save file as a Word document on your local system.
3. Click in each box to enter text. To check a box, double-click on the check boxes to open a window and select "checked".
5. Print hard copy when completed.
6. After discussion with the employee, insert Staff Development and Goals.
7. Reprint document for signatures. Make a copy for employee and for department file.
8. Send original to Human Resources.

The Classified Staff Employee Performance Evaluation form was created using Microsoft Word's form completion features. To complete the form electronically, fill in the applicable text or check box fields. After completing one field pressing the tab key to move to the next field. Tab from field to field until the document is completed.

In order to be able to tab between form fields the form must be "protected". If you need to modify this form to suit departmental circumstances you will need to "unprotect" it first. To unprotect the document select the tools menu, then select "Unprotect Document". If you wish to save the modified document in a manner that will allow for tabbing through form fields you will have to first re-protect the document. To re-protect the document select the tools menu then select "Protect Document". A box will display that offers protection options. Select "protect for forms". Though one is offered the option of passwords protecting the document it is best to avoid this as it may prevent others from making future adjustments to the document when required.

If you have any questions about the form or process, contact Human Resources.