



# VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

## HUMAN RESOURCES DEPARTMENT

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### Classified Employee Self-Evaluation

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Classification \_\_\_\_\_ Location \_\_\_\_\_

Division/Department Supervisor \_\_\_\_\_

Rating Period: \_\_\_\_\_ to \_\_\_\_\_

Conference Date: \_\_\_\_\_ Conference Time: \_\_\_\_\_ Conference Location: \_\_\_\_\_

#### PERFORMANCE FACTORS

1. Describe your overall strengths and what you bring to your job (e.g., training, experience, communications, computer skills, etc.)
2. Describe your previous year's goals, progress and accomplishments (e.g., certifications, licenses, education, training, etc.)
3. Identify your job related goals or improvement needs for the next year (e.g., classes, certifications, training, etc.)
4. What could be done to assist your effectiveness on the job (supplies, equipment, training, etc.)

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

