



Santa Monica Community College District
Office of Human Resources

**Performance Evaluation Certification
For Administrators, Managers, & Supervisors**

Employee Self-Evaluations are to be submitted to the supervisor annually.
Supervisors shall perform a full Performance Evaluation of their employee every three (3) years.
This Performance Evaluation *Certification* is to be completed by the supervisor when a full evaluation is not performed and shall be attached to the employee's Self-Evaluation.

_____ has been employed by the Santa Monica Community
(Print First Name, Last Name)

College District in the position of _____

as of _____
(Date)

The employee has performed satisfactorily in this capacity in the academic year _____ - _____.

THE ABOVE STATEMENT IS HEREBY CERTIFIED BY:

Supervisor's Name: _____
(Print First Name, Last Name)

Supervisor's Signature: _____ Date: _____

Senior Staff Member's Name: _____
(Print First Name, Last Name)

Senior Staff Member's Signature: _____ Date: _____