[ms-0398.013.014.002]

NEIGHBORHOOD YOUTH CORPS
SAN DIEGO COUNTY
852 Eighth Avenue
San Diego, California 92101

EMPLOYEE DEVELOPMENT REVIEW

Name _____ Classification _____ From _____ To _____

Reason for Review: ☐ Initial Probation ☑ Mid Probation ☐ Final Probation ☐ Regular

SECTION A-ITEMIZED CHECK LIST	Does Not Apply	Outstanding	Standard	Unsatisfactory
All Employees:				
1. Attendance			✓	
2. Punctuality			✓	
3. Physical Fitness			✓	
4. Safety Practices			✓	
5. Personal Neatness			✓	
6. Compliance with Rules			✓	
7. Cooperation				✓
8. Acceptance of New Ideas				✓
9. Application of Effort				✓
10. Interest in Job				✓
11. Accuracy of Work			✓	
12. Quality of Judgment				✓
13. Public & Employee Relations				✓
14. Written Expression			✓	
15. Oral Expression			✓	
16. Equipment Operation	✓			
17. Neatness of Work			✓	
18. Performance Min. Supvn.				✓
19. Promptness Completing Work				✓
20. Volume of Work Produced				✓
21. Performance Under Pressure				✓
22. Performance New Work Sits.				✓
Employees Who Supervise:				
1. Coordinating Work w. Others				✓
2. Acceptance of Responsibility				✓
3. Establishment of Work Stds.				✓
4. Training & Leading Staff				✓
5. Planning & Assigning Work				✓
6. Fairness to Staff			✓	
7. Adequacy of Instructions				✓
8. Control of Staff				✓

SECTION B-OVERALL EVALUATION

Unsatisfactory ☑
Standard ☐
Outstanding ☐

COMMENTS

SECTION C. (To Be Completed by Employee)
PERFORMANCE OBJECTIVES: Goals for further improvements in job performance during the next year in order to meet or exceed standards for the employee's present job, or to develop employee skills.
(Section C Cont'd on Reverse Side)

NYC UL NO. 63 12/20/67

SECTION C (cont'd) PLANS FOR ACHIEVING OBJECTIVES: Specific methods by which the employee can work toward accomplishing his performance objectives (in-service training courses, college courses, special work assignments for training purposes, etc.)

EMPLOYEE COMMENTS:

SECTION D

Signature of Supervisor | Title | Date

Reviewed By | Title | Date

I have discussed this with my supervisor

Signature of Employee

NEIGHBORHOOD YOUTH CORPS
SAN DIEGO COUNTY
852 Eighth Avenue
San Diego, California 92101

EMPLOYEE DEVELOPMENT REVIEW

Name _____ Classification _____ From _____ To _____

Reason for Review ☐ Initial Probation ☐ Mid Probation ☐ Final Probation ☐ Regular

SECTION A-ITEMIZED CHECK LIST	Does Not Apply	Outstanding	Standard	Unsatisfactory
All Employees:				
1. Attendance			✓	
2. Punctuality			✓	
3. Physical Fitness			✓	
4. Safety Practices			✓	
5. Personal Neatness			✓	
6. Compliance with Rules			✓	
7. Cooperation			✓	
8. Acceptance of New Ideas			✓	
9. Application of Effort			✓	
10. Interest in Job			✓	
11. Accuracy of Work				✓
12. Quality of Judgment				✓
13. Public & Employee Relations			✓	
14. Written Expression			✓	
15. Oral Expression			✓	
16. Equipment Operation	✓			
17. Neatness of Work			✓	
18. Performance Min. Supvn.			✓	
19. Promptness Completing Work				✓
20. Volume of Work Produced			✓	✓
21. Performance Under Pressure				✓
22. Performance New Work Sits.				✓
Employees Who Supervise:				
1. Coordinating Work w. Others			✓	
2. Acceptance of Responsibility				✓
3. Establishment of Work Stds.				✓
4. Training & Leading Staff				✓
5. Planning & Assigning Work				✓
6. Fairness to Staff			✓	
7. Adequacy of Instructions				✓
8. Control of Staff				✓

SECTION B-OVERALL EVALUATION

Unsatisfactory ☐
Standard ☐
Outstanding ☐

COMMENTS

SECTION C. (To Be Completed by Employee)
PERFORMANCE OBJECTIVES: Goals for further improvements in job performance during the next year in order to meet or exceed standards for the employee's present job, or to develop employee skills.
(Section C Cont'd on Reverse Side)

NEIGHBORHOOD YOUTH CORPS
SAN DIEGO COUNTY
852 Eighth Avenue
San Diego, California 92101

EMPLOYEE DEVELOPMENT REVIEW

Name _____ Classification _____ From _____ To _____

Reason for Review ☐ Initial Probation ☐ Mid Probation ☐ Final Probation ☐ Regular

SECTION A-ITEMIZED CHECK LIST	Does Not Apply	Outstanding	Standard	Unsatisfactory
All Employees:				
1. Attendance			✓	
2. Punctuality			✓	
3. Physical Fitness			✓	
4. Safety Practices			✓	
5. Personal Neatness			✓	
6. Compliance with Rules			✓	
7. Cooperation			✓	
8. Acceptance of New Ideas			✓	
9. Application of Effort		✓		
10. Interest in Job		✓		
11. Accuracy of Work		✓		
12. Quality of Judgment			✓	
13. Public & Employee Relations			✓	
14. Written Expression			✓	
15. Oral Expression			✓	
16. Equipment Operation			✓	
17. Neatness of Work		✓		
18. Performance Min. Supvn.		✓		
19. Promptness Completing Work		✓		
20. Volume of Work Produced		✓		
21. Performance Under Pressure		✓		
22. Performance New Work Sits.		✓		
Employees Who Supervise:				
1. Coordinating Work w. Others			✓	
2. Acceptance of Responsibility		✓		
3. Establishment of Work Stds.		✓		
4. Training & Leading Staff			✓	
5. Planning & Assigning Work		✓		
6. Fairness to Staff			✓	
7. Adequacy of Instructions		✓		
8. Control of Staff		✓		

SECTION B-OVERALL EVALUATION

Unsatisfactory ☐
Standard ☐
Outstanding ☑

COMMENTS

SECTION C. (To Be Completed by Employee)
PERFORMANCE OBJECTIVES: Goals for further improvements in job performance during the next year in order to meet or exceed standards for the employee's present job, or to develop employee skills.
(Section C Cont'd on Reverse Side)

NEIGHBORHOOD YOUTH CORPS
SAN DIEGO COUNTY
852 Eighth Avenue
San Diego, California 92101

EMPLOYEE DEVELOPMENT REVIEW

Name _____ Classification _____ From _____ To _____

Reason for Review ☐ Initial Probation ☐ Mid Probation ☐ Final Probation ☐ Regular

SECTION A-ITEMIZED CHECK LIST	Does Not Apply	Outstanding	Standard	Unsatisfactory
All Employees:				
1. Attendance		✓		
2. Punctuality		✓		
3. Physical Fitness			✓	
4. Safety Practices			✓	
5. Personal Neatness			✓	
6. Compliance with Rules			✓	
7. Cooperation		✓		
8. Acceptance of New Ideas			✓	
9. Application of Effort		✓		
10. Interest in Job		✓		
11. Accuracy of Work		✓		
12. Quality of Judgment		✓		
13. Public & Employee Relations			✓	
14. Written Expression			✓	
15. Oral Expression			✓	
16. Equipment Operation			✓	
17. Neatness of Work		✓		
18. Performance Min. Supvn.		✓		
19. Promptness Completing Work		✓		
20. Volume of Work Produced		✓		
21. Performance Under Pressure		✓		
22. Performance New Work Sits.		✓		
Employees Who Supervise:				
1. Coordinating Work w. Others			✓	
2. Acceptance of Responsibility		✓		
3. Establishment of Work Stds.		✓		
4. Training & Leading Staff		✓		
5. Planning & Assigning Work		✓		
6. Fairness to Staff		✓		
7. Adequacy of Instructions		✓		
8. Control of Staff			✓	

SECTION B-OVERALL EVALUATION

Unsatisfactory ☐
Standard ☐
Outstanding ☑

COMMENTS

SECTION C. (To Be Completed by Employee)
PERFORMANCE OBJECTIVES: Goals for further improvements in job performance during the next year in order to meet or exceed standards for the employee's present job, or to develop employee skills.
(Section C Cont'd on Reverse Side)

NEIGHBORHOOD YOUTH CORPS
SAN DIEGO COUNTY
852 Eighth Avenue
San Diego, California 92101

EMPLOYEE DEVELOPMENT REVIEW

Name | Classification | From | To

Reason for Review | ☐ Initial Probation | ☐ Mid Probation | ☐ Final Probation | ☐ Regular

SECTION A-ITEMIZED CHECK LIST	Does Not Apply	Outstanding	Standard	Unsatisfactory
All Employees:				
1. Attendance		✓		
2. Punctuality		✓		
3. Physical Fitness			✓	
4. Safety Practices			✓	
5. Personal Neatness			✓	
6. Compliance with Rules			✓	
7. Cooperation			✓	
8. Acceptance of New Ideas		✓		
9. Application of Effort		✓		
10. Interest in Job		✓		
11. Accuracy of Work		✓		
12. Quality of Judgment		✓		
13. Public & Employee Relations		✓		
14. Written Expression			✓	
15. Oral Expression			✓	
16. Equipment Operation	✓			
17. Neatness of Work		✓		
18. Performance Min. Supvn.		✓		
19. Promptness Completing Work		✓		
20. Volume of Work Produced		✓		
21. Performance Under Pressure		✓		
22. Performance New Work Sits.		✓		
Employees Who Supervise:				
1. Coordinating Work w. Others			✓	
2. Acceptance of Responsibility		✓		
3. Establishment of Work Stds.		✓		
4. Training & Leading Staff			✓	
5. Planning & Assigning Work		✓		
6. Fairness to Staff		✓		
7. Adequacy of Instructions		✓		
8. Control of Staff			✓	

SECTION B-OVERALL EVALUATION

Unsatisfactory ☐
Standard ☐
Outstanding ☑

COMMENTS

SECTION C. (To Be Completed by Employee)
PERFORMANCE OBJECTIVES: Goals for further improvements in job performance during the next year in order to meet or exceed standards for the employee's present job, or to develop employee skills.
(Section C Cont'd on Reverse Side)

NEIGHBORHOOD YOUTH CORPS
SAN DIEGO COUNTY
852 Eighth Avenue
San Diego, California 92101

EMPLOYEE DEVELOPMENT REVIEW

Name	Classification	From	To
WASHINGTON, YOLANDA	CLERICAL	JAN 70	JUNE 70

Reason for Review: TO IMPROVE COMMUNICATIONS

☐ Initial Probation ☐ Mid Probation ☐ Final Probation ☑ Regular

SECTION A-ITEMIZED CHECK LIST	Does Not Apply	Outstanding	Standard	Unsatisfactory
All Employees:				
1. Attendance			✓	
2. Punctuality			✓	
3. Physical Fitness			✓	
4. Safety Practices			✓	
5. Personal Neatness		✓		
6. Compliance with Rules		✓		
7. Cooperation		✓		
8. Acceptance of New Ideas			✓	
9. Application of Effort		✓		
10. Interest in Job		✓		
11. Accuracy of Work			✓	
12. Quality of Judgment			✓	
13. Public & Employee Relations		✓		
14. Written Expression			✓	
15. Oral Expression			✓	
16. Equipment Operation		✓		
17. Neatness of Work			✓	
18. Performance Min. Supvn.			✓	
19. Promptness Completing Work			✓	
20. Volume of Work Produced			✓	
21. Performance Under Pressure			✓	
22. Performance New Work Sits.			✓	
Employees Who Supervise:				
1. Coordinating Work w. Others				
2. Acceptance of Responsibility				
3. Establishment of Work Stds.				
4. Training & Leading Staff				
5. Planning & Assigning Work				
6. Fairness to Staff				
7. Adequacy of Instructions				
8. Control of Staff				

SECTION B-OVERALL EVALUATION

Unsatisfactory ☐
Standard ☑
Outstanding ☐

COMMENTS

Employee is conscientious and her application of effort and cooperative spirit help to create a wholesome work atmosphere.

SECTION C. (To Be Completed by Employee)
PERFORMANCE OBJECTIVES: Goals for further improvements in job performance during the next year in order to meet or exceed standards for the employee's present job, or to develop employee skills.
(Section C Cont'd on Reverse Side)

SECTION C (cont'd) PLANS FOR ACHIEVING OBJECTIVES: Specific methods by which the employee can work toward accomplishing his performance objectives (in-service training courses, college courses, special work assignments for training purposes, etc.)

EMPLOYEE COMMENTS:

I believe that Mr. Duncan's evaluation of my work is as honest as it may be inasmuch as I have not worked for or with Mr. Duncan as a regular employee. This is primarily due to the fact that the majority of my work is working with the In-School Coordinator and that in itself deprives me from doing as much or being equal in distributing my working time between the two supervisors.

SECTION D

W. E. Duncan	Program Coordinator	8-6-70
Signature of Supervisor	Title	Date
Yolanda Washington		8-6-70
Reviewed By	Title	Date

I have discussed this with my supervisor

Yolanda Washington

Signature of Employee

NEIGHBORHOOD YOUTH CORPS
SAN DIEGO COUNTY
852 Eighth Avenue
San Diego, California 92101

EMPLOYEE DEVELOPMENT REVIEW

Name	Classification	From	To
RIVERA, ONELIA	Payroll Supervisor	1/1/70	6/30/70

Reason for Review: ☐ Initial Probation ☐ Mid Probation ☐ Final Probation ☒ Regular

SECTION A-ITEMIZED CHECK LIST	Does Not Apply	Outstanding	Standard	Unsatisfactory
All Employees:				
1. Attendance			X	
2. Punctuality			X	
3. Physical Fitness			X	
4. Safety Practices			X	
5. Personal Neatness			X	
6. Compliance with Rules			X	
7. Cooperation		X		
8. Acceptance of New Ideas			X	
9. Application of Effort				
10. Interest in Job		X		
11. Accuracy of Work			X	
12. Quality of Judgment			X	
13. Public & Employee Relations			X	
14. Written Expression			X	
15. Oral Expression			X	
16. Equipment Operation			X	
17. Neatness of Work			X	
18. Performance Min. Supvn.			X	
19. Promptness Completing Work			X	
20. Volume of Work Produced			X	
21. Performance Under Pressure			X	
22. Performance New Work Sits.			X	
Employees Who Supervise:				
1. Coordinating Work w. Others				
2. Acceptance of Responsibility				
3. Establishment of Work Stds.				
4. Training & Leading Staff				
5. Planning & Assigning Work				
6. Fairness to Staff				
7. Adequacy of Instructions				
8. Control of Staff				

SECTION B-OVERALL EVALUATION

Unsatisfactory ☐
Standard ☒
Outstanding ☐

COMMENTS She has a high sense of responsibility. She solves practically all problems of the payroll section, bringing only to the attention of the undersigned ~~only~~ problems that are new or of doubtful nature.

SECTION C. (To Be Completed by Employee)
PERFORMANCE OBJECTIVES: Goals for further improvements in job performance during the next year in order to meet or exceed standards for the employee's present job, or to develop employee skills.
(Section C Cont'd on Reverse Side)

SECTION C (cont'd) PLANS FOR ACHIEVING OBJECTIVES: Specific methods by which the employee can work toward accomplishing his performance objectives (in-service training courses, college courses, special work assignments for training purposes, etc.)

EMPLOYEE COMMENTS:

SECTION D

Pedro C. Aguirre
Signature of Supervisor

Accountant
Title

7/15/70
Date

Reviewed By

Title

Date

I have discussed this with my supervisor

Amelia M. Ruiz
Signature of Employee

NEIGHBORHOOD YOUTH CORPS
SAN DIEGO COUNTY
852 Eighth Avenue
San Diego, California 92101

EMPLOYEE DEVELOPMENT REVIEW

Donna Werner R — Name
Classification
JAN 1970 — From
JUNE 1970 — To

6 mos. — Reason for Review

☐ Initial Probation ☐ Mid Probation ☐ Final Probation ☑ Regular

SECTION A-ITEMIZED CHECK LIST	Does Not Apply	Outstanding	Standard	Unsatisfactory
All Employees:				
1. Attendance			✓	
2. Punctuality			✓	
3. Physical Fitness			✓	
4. Safety Practices			✓	
5. Personal Neatness			✓	
6. Compliance with Rules			✓	
7. Cooperation			✓	
8. Acceptance of New Ideas			✓	
9. Application of Effort			✓	
10. Interest in Job			✓	
11. Accuracy of Work			✓	
12. Quality of Judgment			✓	
13. Public & Employee Relations			✓	
14. Written Expression			✓	
15. Oral Expression			✓	
16. Equipment Operation			✓	
17. Neatness of Work			✓	
18. Performance Min. Supvn.			✓	
19. Promptness Completing Work			✓	
20. Volume of Work Produced		✓		
21. Performance Under Pressure		✓		
22. Performance New Work Sits.		✓		
Employees Who Supervise:				
1. Coordinating Work w. Others				
2. Acceptance of Responsibility				
3. Establishment of Work Stds.				
4. Training & Leading Staff				
5. Planning & Assigning Work				
6. Fairness to Staff				
7. Adequacy of Instructions				
8. Control of Staff				

SECTION B-OVERALL EVALUATION

Unsatisfactory ☐
Standard ☑
Outstanding ☐

COMMENTS

Very Cooperative

I'm very satisfied with her work.

SECTION C. (To Be Completed by Employee)
PERFORMANCE OBJECTIVES: Goals for further improvements in job performance during the next year in order to meet or exceed standards for the employee's present job, or to develop employee skills.
(Section C Cont'd on Reverse Side)

SECTION C (cont'd) PLANS FOR ACHIEVING OBJECTIVES: Specific methods by which the employee can work toward accomplishing his performance objectives (in-service training courses, college courses, special work assignments for training purposes, etc.)

EMPLOYEE COMMENTS:

SECTION D

Signature of Supervisor

Payroll Supervisor
Title

2/15/70
Date

Reviewed By

Accountant
Title

2/15/70
Date

I have discussed this with my supervisor

Signature of Employee

NEIGHBORHOOD YOUTH CORPS
SAN DIEGO COUNTY
852 Eighth Avenue
San Diego, California 92101

EMPLOYEE DEVELOPMENT REVIEW

Name	Classification	From	To
Emma Santos C.	Payroll Clerk	JUNE 1970	JUNE 1970

Reason for Review	Initial Probation	Mid Probation	Final Probation	Regular
6 mos.	☐	☐	☐	☑

SECTION A-ITEMIZED CHECK LIST	Does Not Apply	Outstanding	Standard	Unsatisfactory
All Employees:				
1. Attendance			✓	
2. Punctuality			✓	
3. Physical Fitness			✓	
4. Safety Practices			✓	
5. Personal Neatness			✓	
6. Compliance with Rules			✓	
7. Cooperation			✓	
8. Acceptance of New Ideas			✓	
9. Application of Effort			✓	
10. Interest in Job			✓	
11. Accuracy of Work			✓	
12. Quality of Judgment			✓	
13. Public & Employee Relations			✓	
14. Written Expression			✓	
15. Oral Expression			✓	
16. Equipment Operation			✓	
17. Neatness of Work			✓	
18. Performance Min. Supvn.			✓	
19. Promptness Completing Work			✓	
20. Volume of Work Produced			✓	
21. Performance Under Pressure			✓	
22. Performance New Work Sits.			✓	
Employees Who Supervise:				
1. Coordinating Work w. Others				
2. Acceptance of Responsibility				
3. Establishment of Work Stds.				
4. Training & Leading Staff				
5. Planning & Assigning Work				
6. Fairness to Staff				
7. Adequacy of Instructions				
8. Control of Staff				

SECTION B-OVERALL EVALUATION

Unsatisfactory ☐
Standard ☑
Outstanding ☐

COMMENTS

VERY GOOD WORKER

SECTION C. (To Be Completed by Employee)
PERFORMANCE OBJECTIVES: Goals for further improvements in job performance during the next year in order to meet or exceed standards for the employee's present job, or to develop employee skills.
(Section C Cont'd on Reverse Side)

SECTION C (cont'd) PLANS FOR ACHIEVING OBJECTIVES: Specific methods by which the employee can work toward accomplishing his performance objectives (in-service training courses, college courses, special work assignments for training purposes, etc.)

EMPLOYEE COMMENTS:

SECTION D

Rubén M. Rivera — Payroll Supervisor — 7/14/70

Signature of Supervisor — Title — Date

Pedro S. Aqui — accountant — 7/14/70

Reviewed By — Title — Date

I have discussed this with my supervisor

Emma Santos

Signature of Employee

NEIGHBORHOOD YOUTH CORPS
SAN DIEGO COUNTY
852 Eighth Avenue
San Diego, California 92101

EMPLOYEE DEVELOPMENT REVIEW

Name	Classification	From	To
BEGEN BEAZLEY	PAYROLL CLERK	JAN 1970	JUNE 1970

Reason for Review	Initial Probation	Mid Probation	Final Probation	Regular
6 mos.	☐	☐	☐	☑

SECTION A-ITEMIZED CHECK LIST	Does Not Apply	Outstanding	Standard	Unsatisfactory
All Employees:				
1. Attendance			✓	
2. Punctuality			✓	
3. Physical Fitness			✓	
4. Safety Practices			✓	
5. Personal Neatness			✓	
6. Compliance with Rules			✓	
7. Cooperation			✓	
8. Acceptance of New Ideas			✓	
9. Application of Effort			✓	
10. Interest in Job			✓	
11. Accuracy of Work			✓	
12. Quality of Judgment			✓	
13. Public & Employee Relations			✓	
14. Written Expression			✓	
15. Oral Expression			✓	
16. Equipment Operation			✓	
17. Neatness of Work			✓	
18. Performance Min. Supvn.			✓	
19. Promptness Completing Work			✓	
20. Volume of Work Produced			✓	
21. Performance Under Pressure			✓	
22. Performance New Work Sits.			✓	
Employees Who Supervise:				
1. Coordinating Work w. Others				
2. Acceptance of Responsibility				
3. Establishment of Work Stds.				
4. Training & Leading Staff				
5. Planning & Assigning Work				
6. Fairness to Staff				
7. Adequacy of Instructions				
8. Control of Staff				

SECTION B-OVERALL EVALUATION

Unsatisfactory ☐
Standard ☑
Outstanding ☐

COMMENTS

GOOD WORKER, NEEDS IMPROVEMENTS ON No. 20, 21

SECTION C. (To Be Completed by Employee)
PERFORMANCE OBJECTIVES: Goals for further improvements in job performance during the next year in order to meet or exceed standards for the employee's present job, or to develop employee skills.
(Section C Cont'd on Reverse Side)

SECTION C (cont'd) PLANS FOR ACHIEVING OBJECTIVES: Specific methods by which the employee can work toward accomplishing his performance objectives (in-service training courses, college courses, special work assignments for training purposes, etc.)

EMPLOYEE COMMENTS:

SECTION D

Signature of Supervisor	Title: Payroll Supervisor	Date: 7/14/70
Reviewed By: Pedro S. Aguirre	Title: accountant	Date: 7/14/70

I have discussed this with my supervisor

Signature of Employee

NEIGHBORHOOD YOUTH CORPS
SAN DIEGO COUNTY
852 Eighth Avenue
San Diego, California 92101

EMPLOYEE DEVELOPMENT REVIEW

Name	Classification	From	To
EMMA SANTOS ~~ODELIA RIVERA~~	~~SUPERVISOR~~ PAYROLL CLERK	1-1-70	6-30-70

Reason for Review: ☐ Initial Probation ☐ Mid Probation ☐ Final Probation ☒ Regular

SECTION A-ITEMIZED CHECK LIST	Does Not Apply	Outstanding	Standard	Unsatisfactory
All Employees:				
1. Attendance				
2. Punctuality				
3. Physical Fitness				
4. Safety Practices				
5. Personal Neatness				
6. Compliance with Rules				
7. Cooperation				
8. Acceptance of New Ideas				
9. Application of Effort				
10. Interest in Job				
11. Accuracy of Work				
12. Quality of Judgment				
13. Public & Employee Relations				
14. Written Expression				
15. Oral Expression				
16. Equipment Operation				
17. Neatness of Work				
18. Performance Min. Supvn.				
19. Promptness Completing Work				
20. Volume of Work Produced				
21. Performance Under Pressure				
22. Performance New Work Sits.				
Employees Who Supervise:				
1. Coordinating Work w. Others		+		
2. Acceptance of Responsibility		+		
3. Establishment of Work Stds.		+		
4. Training & Leading Staff		+		
5. Planning & Assigning Work		+		
6. Fairness to Staff		+		
7. Adequacy of Instructions		+		
8. Control of Staff		+		

SECTION B-OVERALL EVALUATION

Unsatisfactory ☐
Standard ☒
Outstanding ☐

COMMENTS

SECTION C. (To Be Completed by Employee) PERFORMANCE OBJECTIVES: Goals for further improvements in job performance during the next year in order to meet or exceed standards for the employee's present job, or to develop employee skills. (Section C Cont'd on Reverse Side)

SECTION C (cont'd) PLANS FOR ACHIEVING OBJECTIVES: Specific methods by which the employee can work toward accomplishing his performance objectives (in-service training courses, college courses, special work assignments for training purposes, etc.)

EMPLOYEE COMMENTS:

Works fast especially when under pressure. Very fair to us in the department

SECTION D

Pedro P. Agni	Accountant	
Signature of Supervisor	Title	Date
Pedro P. Agni	accountant	7/15/70
Reviewed By	Title	Date

I have discussed this with my supervisor

Emma Santos

Signature of Employee

NEIGHBORHOOD YOUTH CORPS
SAN DIEGO COUNTY
852 Eighth Avenue
San Diego, California 92101

EMPLOYEE DEVELOPMENT REVIEW

Name	Classification	From	To
BELEN BEAZLEY	PAYROLL CLERK	JAN 1970	JUN 25 1970

Reason for Review	Initial Probation	Mid Probation	Final Probation	Regular
6 mos.	☐	☐	☐	☑

SECTION A-ITEMIZED CHECK LIST	Does Not Apply	Outstanding	Standard	Unsatisfactory
All Employees:				
1. Attendance				
2. Punctuality				
3. Physical Fitness				
4. Safety Practices				
5. Personal Neatness				
6. Compliance with Rules				
7. Cooperation				
8. Acceptance of New Ideas				
9. Application of Effort				
10. Interest in Job				
11. Accuracy of Work				
12. Quality of Judgment				
13. Public & Employee Relations				
14. Written Expression				
15. Oral Expression				
16. Equipment Operation				
17. Neatness of Work				
18. Performance Min. Supvn.				
19. Promptness Completing Work				
20. Volume of Work Produced				
21. Performance Under Pressure				
22. Performance New Work Sits.				
Employees Who Supervise:				
1. Coordinating Work w. Others			✓	
2. Acceptance of Responsibility		✓		
3. Establishment of Work Stds.			✓	
4. Training & Leading Staff		✓		
5. Planning & Assigning Work			✓	
6. Fairness to Staff			✓	
7. Adequacy of Instructions			✓	
8. Control of Staff			✓	

SECTION B-OVERALL EVALUATION

- Unsatisfactory ☐
- Standard ☐
- Outstanding ☐

COMMENTS

SECTION C. (To Be Completed by Employee) PERFORMANCE OBJECTIVES: Goals for further improvements in job performance during the next year in order to meet or exceed standards for the employee's present job, or to develop employee skills. (Section C Cont'd on Reverse Side)

SECTION C (cont'd) PLANS FOR ACHIEVING OBJECTIVES: Specific methods by which the employee can work toward accomplishing his performance objectives (in-service training courses, college courses, special work assignments for training purposes, etc.)

EMPLOYEE COMMENTS:

SECTION D

Signature of Supervisor	Title	Date
Pedro S. Agui	accountant	7/15/70
Reviewed By	Title	Date

I have discussed this with my supervisor

Helen R. Beagley

Signature of Employee

NEIGHBORHOOD YOUTH CORPS
SAN DIEGO COUNTY
852 Eighth Avenue
San Diego, California 92101

EMPLOYEE DEVELOPMENT REVIEW

Name	Classification	From	To
DONNA WERNER ~~ONETTA TYLER~~	PAYROLL ~~Sec~~ CLERK	JAN 1970	JUNE 1970

Reason for Review: ☐ Initial Probation ☐ Mid Probation ☐ Final Probation ☒ Regular

SECTION A-ITEMIZED CHECK LIST	Does Not Apply	Outstanding	Standard	Unsatisfactory
All Employees:				
1. Attendance				
2. Punctuality				
3. Physical Fitness				
4. Safety Practices				
5. Personal Neatness				
6. Compliance with Rules				
7. Cooperation				
8. Acceptance of New Ideas				
9. Application of Effort				
10. Interest in Job				
11. Accuracy of Work				
12. Quality of Judgment				
13. Public & Employee Relations				
14. Written Expression				
15. Oral Expression				
16. Equipment Operation				
17. Neatness of Work				
18. Performance Min. Supvn.				
19. Promptness Completing Work				
20. Volume of Work Produced				
21. Performance Under Pressure				
22. Performance New Work Sits.				
Employees Who Supervise:				
1. Coordinating Work w. Others			✓	
2. Acceptance of Responsibility		✓		
3. Establishment of Work Stds.			✓	
4. Training & Leading Staff		✓		
5. Planning & Assigning Work			✓	
6. Fairness to Staff			✓	
7. Adequacy of Instructions			✓	
8. Control of Staff		✓		

SECTION B-OVERALL EVALUATION

Unsatisfactory ☐
Standard ☒
Outstanding ☐

COMMENTS

SECTION C. (To Be Completed by Employee)
PERFORMANCE OBJECTIVES: Goals for further improvements in job performance during the next year in order to meet or exceed standards for the employee's present job, or to develop employee skills.
(Section C Cont'd on Reverse Side)

SECTION C (cont'd) PLANS FOR ACHIEVING OBJECTIVES: Specific methods by which the employee can work toward accomplishing his performance objectives (in-service training courses, college courses, special work assignments for training purposes, etc.)

EMPLOYEE COMMENTS:

I think a very good quality of my supervisor is that she "tells it like it is" no matter what.

SECTION D

Signature of Supervisor	Title	Date
Reviewed By	Accountant	7/15/70

I have discussed this with my supervisor

Donna Warner

Signature of Employee

NEIGHBORHOOD YOUTH CORPS
SAN DIEGO COUNTY
852 Eighth Avenue
San Diego, California 92101

EMPLOYEE DEVELOPMENT REVIEW

Name	Classification	From	To
Nutting, Charles	Enrollment Specialist	6-70	7-70

Reason for Review	Initial Probation	Mid Probation	Final Probation	Regular
	☐	☐	☐	☐

SECTION A-ITEMIZED CHECK LIST	Does Not Apply	Outstanding	Standard	Unsatisfactory
All Employees:				
1. Attendance			✓	
2. Punctuality			✓	
3. Physical Fitness			✓	
4. Safety Practices			✓	
5. Personal Neatness			✓	
6. Compliance with Rules		✓		
7. Cooperation		✓		
8. Acceptance of New Ideas		✓		
9. Application of Effort		✓		
10. Interest in Job		✓		
11. Accuracy of Work			✓	
12. Quality of Judgment		✓		
13. Public & Employee Relations			✓	
14. Written Expression			✓	
15. Oral Expression			✓	
16. Equipment Operation	✓			
17. Neatness of Work			✓	
18. Performance Min. Supvn.		✓		
19. Promptness Completing Work		✓		
20. Volume of Work Produced			✓	
21. Performance Under Pressure			✓	
22. Performance New Work Sits.		✓		
Employees Who Supervise:				
1. Coordinating Work w. Others				
2. Acceptance of Responsibility				
3. Establishment of Work Stds.				
4. Training & Leading Staff				
5. Planning & Assigning Work				
6. Fairness to Staff				
7. Adequacy of Instructions				
8. Control of Staff				

SECTION B-OVERALL EVALUATION

Unsatisfactory ☐
Standard ☐
Outstanding ☒

COMMENTS

Charles has an outstanding ability to comprehend quickly, has good retention, seeks work when not busy, assists others in the department, checks with supervisor when in doubt, has a good working knowledge of wages & good ability to spot discrepancies. Gives strong evidence of ~~being~~ having supervisory abilities

An
7-9-70

SECTION C. (To Be Completed by Employee)
PERFORMANCE OBJECTIVES: Goals for further improvements in job performance during the next year in order to meet or exceed standards for the employee's present job, or to develop employee skills.
(Section C Cont'd on Reverse Side)

SECTION C (cont'd) PLANS FOR ACHIEVING OBJECTIVES: Specific methods by which the employee can work toward accomplishing his performance objectives (in-service training courses, college courses, special work assignments for training purposes, etc.)

EMPLOYEE COMMENTS:

SECTION D

Anne Nelson	Env. Spvsr.	7-9-70
Signature of Supervisor	Title	Date
Reviewed By	Title	Date

I have discussed this with my supervisor

Charles Nutting

Signature of Employee

This is Charles' self evaluation -

NEIGHBORHOOD YOUTH CORPS
SAN DIEGO COUNTY
852 Eighth Avenue
San Diego, California 92101

EMPLOYEE DEVELOPMENT REVIEW

Name	Classification	From	To
Charles Mutting	Enrollment Specialist	6/70	7/70

Reason for Review	Initial Probation	Mid Probation	Final Probation	Regular
	☐	☐	☐	☐

SECTION A-ITEMIZED CHECK LIST	Does Not Apply	Outstanding	Standard	Unsatisfactory
All Employees:				
1. Attendance			X	
2. Punctuality			X	
3. Physical Fitness			X	
4. Safety Practices			X	
5. Personal Neatness			X	
6. Compliance with Rules			X	
7. Cooperation			X	
8. Acceptance of New Ideas			X	
9. Application of Effort		X		
10. Interest in Job		X		
11. Accuracy of Work			X	
12. Quality of Judgment			X	
13. Public & Employee Relations			X	
14. Written Expression			X	
15. Oral Expression			X	
16. Equipment Operation	X			
17. Neatness of Work			X	
18. Performance Min. Supvn.			X	
19. Promptness Completing Work			X	
20. Volume of Work Produced			X	
21. Performance Under Pressure			X	
22. Performance New Work Sits.			X	
Employees Who Supervise:				
1. Coordinating Work w. Others		X		
2. Acceptance of Responsibility			X	
3. Establishment of Work Stds.			X	
4. Training & Leading Staff	X			
5. Planning & Assigning Work	X			
6. Fairness to Staff	X			
7. Adequacy of Instructions	X			
8. Control of Staff	X			

SECTION B-OVERALL EVALUATION

Unsatisfactory ☐
Standard ☒
Outstanding ☐

COMMENTS

SECTION C. (To Be Completed by Employee)
PERFORMANCE OBJECTIVES: Goals for further improvements in job performance during the next year in order to meet or exceed standards for the employee's present job, or to develop employee skills.
(Section C Cont'd on Reverse Side)

NEIGHBORHOOD YOUTH CORPS
SAN DIEGO COUNTY
852 Eighth Avenue
San Diego, California 92101

EMPLOYEE DEVELOPMENT REVIEW

Name	Classification	From	To
Bob Carter	Enrollment Specialist	2-70	2-70

Reason for Review	Initial Probation	Mid Probation	Final Probation	Regular
	☐	☐	☐	☐

SECTION A-ITEMIZED CHECK LIST	Does Not Apply	Outstanding	Standard	Unsatisfactory
All Employees:				
1. Attendance			✓	
2. Punctuality			✓	
3. Physical Fitness			✓	
4. Safety Practices			✓	
5. Personal Neatness			✓	
6. Compliance with Rules			✓	
7. Cooperation			✓	
8. Acceptance of New Ideas			✓	
9. Application of Effort			✓	
10. Interest in Job			✓	
11. Accuracy of Work			✓	
12. Quality of Judgment			✓	
13. Public & Employee Relations		✓		
14. Written Expression			✓	
15. Oral Expression			✓	
16. Equipment Operation	✓			
17. Neatness of Work			✓	
18. Performance Min. Supvn.			✓	
19. Promptness Completing Work				✓
20. Volume of Work Produced			✓	
21. Performance Under Pressure		✓		
22. Performance New Work Sits.			✓	
Employees Who Supervise:				
1. Coordinating Work w. Others				
2. Acceptance of Responsibility				
3. Establishment of Work Stds.				
4. Training & Leading Staff				
5. Planning & Assigning Work				
6. Fairness to Staff				
7. Adequacy of Instructions				
8. Control of Staff				

SECTION B-OVERALL EVALUATION

Unsatisfactory ☐
Standard ☒
Outstanding ☐

COMMENTS Bob works best under pressure. He relates very well with applicants. Bob admittedly doesn't like clerical work and is lax in getting it done. He did an outstanding job during our at-school enrolling and was willing to take on additional work on short notice. His strength lies in interviewing. His weakness in daily office routine. However the clerical work in Enrollment is difficult and monotonous.
7-9-70

SECTION C. (To Be Completed by Employee)
PERFORMANCE OBJECTIVES: Goals for further improvements in job performance during the next year in order to meet or exceed standards for the employee's present job, or to develop employee skills.
(Section C Cont'd on Reverse Side)

SECTION C (cont'd) PLANS FOR ACHIEVING OBJECTIVES: Specific methods by which the employee can work toward accomplishing his performance objectives (in-service training courses, college courses, special work assignments for training purposes, etc.)

EMPLOYEE COMMENTS:

SECTION D

Anne Nelsen — Emr. Spvsr. — 2-9-70

Signature of Supervisor — Title — Date

Reviewed By — Title — Date

I have discussed this with my supervisor

Robert L. Cortez

Signature of Employee

Bob's self evaluation

NEIGHBORHOOD YOUTH CORPS
SAN DIEGO COUNTY
852 Eighth Avenue
San Diego, California 92101

EMPLOYEE DEVELOPMENT REVIEW

Name	Classification	From	To
B.L. CARTER	Evaluation Specialist		

Reason for Review	Initial Probation	Mid Probation	Final Probation	Regular
	☐	☐	☐	☐

SECTION A-ITEMIZED CHECK LIST	Does Not Apply	Outstanding	Standard	Unsatisfactory
All Employees:				
1. Attendance			X	
2. Punctuality			X	
3. Physical Fitness			X	
4. Safety Practices			X	
5. Personal Neatness			X	
6. Compliance with Rules			X	
7. Cooperation			X	
8. Acceptance of New Ideas			X	
9. Application of Effort			X	
10. Interest in Job		X		
11. Accuracy of Work			X	
12. Quality of Judgment			X	
13. Public & Employee Relations		X	X	
14. Written Expression			X	
15. Oral Expression			X	
16. Equipment Operation				
17. Neatness of Work			X	
18. Performance Min. Supvn.			X	
19. Promptness Completing Work			X	
20. Volume of Work Produced			X	
21. Performance Under Pressure			X	
22. Performance New Work Sits.			X	
Employees Who Supervise:				
1. Coordinating Work w. Others			X	
2. Acceptance of Responsibility			X	
3. Establishment of Work Stds.			X	
4. Training & Leading Staff			X	
5. Planning & Assigning Work			X	
6. Fairness to Staff			X	
7. Adequacy of Instructions			X	
8. Control of Staff			X	

SECTION B-OVERALL EVALUATION

Unsatisfactory ☐
Standard ☐
Outstanding ☐

COMMENTS

SECTION C. (To Be Completed by Employee)
PERFORMANCE OBJECTIVES: Goals for further improvements in job performance during the next year in order to meet or exceed standards for the employee's present job, or to develop employee skills.
(Section C Cont'd on Reverse Side)

NEIGHBORHOOD YOUTH CORPS
SAN DIEGO COUNTY
852 Eighth Avenue
San Diego, California 92101

EMPLOYEE DEVELOPMENT REVIEW

Donalda Mosby — Name
Field Rep — Classification
Summer 70 — From To

Reason for Review: ☒ Initial Probation ☐ Mid Probation ☐ Final Probation ☐ Regular

SECTION A-ITEMIZED CHECK LIST	Does Not Apply	Outstanding	Standard	Unsatisfactory
All Employees:				
1. Attendance			✓	
2. Punctuality			✓	
3. Physical Fitness	✓			
4. Safety Practices	✓			
5. Personal Neatness			✓	
6. Compliance with Rules			✓	
7. Cooperation		✓		
8. Acceptance of New Ideas		✓		
9. Application of Effort			✓	
10. Interest in Job			✓	
11. Accuracy of Work			✓	
12. Quality of Judgment		✓		
13. Public & Employee Relations		✓		
14. Written Expression			✓	
15. Oral Expression			✓	
16. Equipment Operation	✓			
17. Neatness of Work			✓	
18. Performance Min. Supvn.			✓	
19. Promptness Completing Work			✓	
20. Volume of Work Produced			✓	
21. Performance Under Pressure			✓	
22. Performance New Work Sits.			✓	
Employees Who Supervise:				
1. Coordinating Work w. Others				
2. Acceptance of Responsibility				
3. Establishment of Work Stds.				
4. Training & Leading Staff				
5. Planning & Assigning Work				
6. Fairness to Staff				
7. Adequacy of Instructions				
8. Control of Staff				

SECTION B-OVERALL EVALUATION

Unsatisfactory ☐
Standard ☒
Outstanding ☐

COMMENTS

Good work interest - cooperation with other depts, concern for youth.

SECTION C. (To Be Completed by Employee)
PERFORMANCE OBJECTIVES: Goals for further improvements in job performance during the next year in order to meet or exceed standards for the employee's present job, or to develop employee skills.
(Section C Cont'd on Reverse Side)

SECTION C (cont'd) PLANS FOR ACHIEVING OBJECTIVES: Specific methods by which the employee can work toward accomplishing his performance objectives (in-service training courses, college courses, special work assignments for training purposes, etc.)

EMPLOYEE COMMENTS:

SECTION D

Pierre V. Gaussa
Signature of Supervisor

Field Rep. Supervisor
Title

10 July 70
Date

Reviewed By

Title

Date

I have discussed this with my supervisor

Rosalia Mosby
Signature of Employee

NEIGHBORHOOD YOUTH CORPS
SAN DIEGO COUNTY
852 Eighth Avenue
San Diego, California 92101

EMPLOYEE DEVELOPMENT REVIEW

Name	Classification	From	To
Betty J. Moore	Field Representative	January	July 70

Reason for Review: ☐ Initial Probation ☐ Mid Probation ☐ Final Probation ☐ Regular

SECTION A-ITEMIZED CHECK LIST	Does Not Apply	Outstanding	Standard	Unsatisfactory
All Employees:				
1. Attendance			✓	
2. Punctuality			✓	
3. Physical Fitness	✓			
4. Safety Practices	✓			
5. Personal Neatness			✓	
6. Compliance with Rules			✓	
7. Cooperation		✓		
8. Acceptance of New Ideas			✓	
9. Application of Effort			✓	
10. Interest in Job			✓	
11. Accuracy of Work			✓	
12. Quality of Judgment			✓	
13. Public & Employee Relations		✓		
14. Written Expression			✓	
15. Oral Expression		✓		
16. Equipment Operation	✓			
17. Neatness of Work			✓	
18. Performance Min. Supvn.			✓	
19. Promptness Completing Work			✓	
20. Volume of Work Produced			✓	
21. Performance Under Pressure			✓	
22. Performance New Work Sits.			✓	
Employees Who Supervise:				
1. Coordinating Work w. Others				
2. Acceptance of Responsibility				
3. Establishment of Work Stds.				
4. Training & Leading Staff				
5. Planning & Assigning Work				
6. Fairness to Staff				
7. Adequacy of Instructions				
8. Control of Staff				

SECTION B-OVERALL EVALUATION

- Unsatisfactory ☐
- Standard ☒
- Outstanding ☐

COMMENTS Sincere concern about youth. She has developed very good rapport with these young adults and will be of a great assistance for the Program.

SECTION C. (To Be Completed by Employee) PERFORMANCE OBJECTIVES: Goals for further improvements in job performance during the next year in order to meet or exceed standards for the employee's present job, or to develop employee skills. (Section C Cont'd on Reverse Side)

SECTION C (cont'd) PLANS FOR ACHIEVING OBJECTIVES: Specific methods by which the employee can work toward accomplishing his performance objectives (in-service training courses, college courses, special work assignments for training purposes, etc.)

EMPLOYEE COMMENTS:

SECTION D

Signature of Supervisor | Title: Field Rep Supervisor | Date: 7/15/70

Reviewed By | Title | Date

I have discussed this with my supervisor

Signature of Employee

NEIGHBORHOOD YOUTH CORPS
SAN DIEGO COUNTY
852 Eighth Avenue
San Diego, California 92101

EMPLOYEE DEVELOPMENT REVIEW

Name	Classification	From	To
Richard Simon	Field Rep.	April	July

Reason for Review: [X] Initial Probation [ ] Mid Probation [ ] Final Probation [ ] Regular

SECTION A-ITEMIZED CHECK LIST	Does Not Apply	Outstanding	Standard	Unsatisfactory
All Employees:				
1. Attendance			X	
2. Punctuality		X		
3. Physical Fitness	✓			
4. Safety Practices	✓			
5. Personal Neatness			X	
6. Compliance with Rules			X	
7. Cooperation		X		
8. Acceptance of New Ideas			X	
9. Application of Effort			X	
10. Interest in Job			X	
11. Accuracy of Work		X		
12. Quality of Judgment			X	
13. Public & Employee Relations			X	
14. Written Expression			✓	
15. Oral Expression			✓	
16. Equipment Operation	✓			
17. Neatness of Work		X		
18. Performance Min. Supvn.			X	
19. Promptness Completing Work			X	
20. Volume of Work Produced			X	
21. Performance Under Pressure			X	
22. Performance New Work Sits.			X	
Employees Who Supervise:				
1. Coordinating Work w. Others				
2. Acceptance of Responsibility				
3. Establishment of Work Stds.				
4. Training & Leading Staff				
5. Planning & Assigning Work				
6. Fairness to Staff				
7. Adequacy of Instructions				
8. Control of Staff				

SECTION B-OVERALL EVALUATION

Unsatisfactory [ ]
Standard [X]
Outstanding [ ]

COMMENTS In the short time he has been working, he has shown interest in his job, and great cooperation with every dept, Has potential to do outstanding work in the future.

SECTION C. (To Be Completed by Employee) PERFORMANCE OBJECTIVES: Goals for further improvements in job performance during the next year in order to meet or exceed standards for the employee's present job, or to develop employee skills. (Section C Cont'd on Reverse Side)

SECTION C (cont'd) PLANS FOR ACHIEVING OBJECTIVES: Specific methods by which the employee can work toward accomplishing his performance objectives (in-service training courses, college courses, special work assignments for training purposes, etc.)

EMPLOYEE COMMENTS:

I have tried to cooperate with every department and Supervisor during my first two months on the job: I have, I believe, done everything asked of me and hope that with additional experience I can continue to improve the quality and quantity of my work and assume more responsibility with N.Y.C.

SECTION D

Signature of Supervisor

Field Rip Super

Title

10 July 70

Date

Reviewed By

Title

Date

I have discussed this with my supervisor

Signature of Employee

NEIGHBORHOOD YOUTH CORPS
SAN DIEGO COUNTY
852 Eighth Avenue
San Diego, California 92101

EMPLOYEE DEVELOPMENT REVIEW

Connie M. Valenzuela — Field Representative — 7-10-70
Name — Classification — From — To

Reason for Review: ☐ Initial Probation ☒ Mid Probation ☐ Final Probation ☒ Regular

SECTION A-ITEMIZED CHECK LIST	Does Not Apply	Outstanding	Standard	Unsatisfactory
All Employees:				
1. Attendance			X	
2. Punctuality			X	
3. Physical Fitness	✓			
4. Safety Practices	✓		X	
5. Personal Neatness			X	
6. Compliance with Rules			X	
7. Cooperation		X		
8. Acceptance of New Ideas			X	
9. Application of Effort		X		
10. Interest in Job		X		
11. Accuracy of Work			X	
12. Quality of Judgment			X	
13. Public & Employee Relations		X		
14. Written Expression			X	
15. Oral Expression			X	
16. Equipment Operation	✓			
17. Neatness of Work			X	
18. Performance Min. Supvn.			X	
19. Promptness Completing Work			X	
20. Volume of Work Produced			X	
21. Performance Under Pressure			X	
22. Performance New Work Sits.			X	
Employees Who Supervise:				
1. Coordinating Work w. Others				
2. Acceptance of Responsibility				
3. Establishment of Work Stds.				
4. Training & Leading Staff				
5. Planning & Assigning Work				
6. Fairness to Staff				
7. Adequacy of Instructions				
8. Control of Staff				

SECTION B-OVERALL EVALUATION

Unsatisfactory ☐
Standard ☒
Outstanding ☐

COMMENTS Great understanding of the youth problems and concerned about finding some solutions.

SECTION C. (To Be Completed by Employee)
PERFORMANCE OBJECTIVES: Goals for further improvements in job performance during the next year in order to meet or exceed standards for the employee's present job, or to develop employee skills.
(Section C Cont'd on Reverse Side)

SECTION C (cont'd) PLANS FOR ACHIEVING OBJECTIVES: Specific methods by which the employee can work toward accomplishing his performance objectives (in-service training courses, college courses, special work assignments for training purposes, etc.)

EMPLOYEE COMMENTS:

SECTION D

Pius V. Jewell — Signature of Supervisor

Field Rep. Supervisor — Title

10 July 70 — Date

Reviewed By

Title

Date

I have discussed this with my supervisor

Connie M. Valenzuela

Signature of Employee

NEIGHBORHOOD YOUTH CORPS
SAN DIEGO COUNTY
852 Eighth Avenue
San Diego, California 92101

EMPLOYEE DEVELOPMENT REVIEW

John P. Fischer	Field Representative	January	July 70
Name	Classification	From	To

Reason for Review: ☐ Initial Probation ☐ Mid Probation ☐ Final Probation ☐ Regular

SECTION A-ITEMIZED CHECK LIST	Does Not Apply	Outstanding	Standard	Unsatisfactory
All Employees:				
1. Attendance			✓	
2. Punctuality			✓	
3. Physical Fitness	✓			
4. Safety Practices	✓			
5. Personal Neatness			✓	
6. Compliance with Rules			✓	
7. Cooperation		✓		
8. Acceptance of New Ideas			✓	
9. Application of Effort			✓	
10. Interest in Job			✓	
11. Accuracy of Work			✓	
12. Quality of Judgment			✓	
13. Public & Employee Relations		✓		
14. Written Expression			✓	
15. Oral Expression			✓	
16. Equipment Operation	✓			
17. Neatness of Work			✓	
18. Performance Min. Supvn.			✓	
19. Promptness Completing Work			✓	
20. Volume of Work Produced			✓	
21. Performance Under Pressure			✓	
22. Performance New Work Sits.			✓	
Employees Who Supervise:				
1. Coordinating Work w. Others				
2. Acceptance of Responsibility				
3. Establishment of Work Stds.				
4. Training & Leading Staff				
5. Planning & Assigning Work				
6. Fairness to Staff				
7. Adequacy of Instructions				
8. Control of Staff				

SECTION B-OVERALL EVALUATION

Unsatisfactory ☐
Standard ☒
Outstanding ☐

COMMENTS *Impulsive but sincere in approaching young adults situation.*

SECTION C. (To Be Completed by Employee)
PERFORMANCE OBJECTIVES: Goals for further improvements in job performance during the next year in order to meet or exceed standards for the employee's present job, or to develop employee skills.
(Section C Cont'd on Reverse Side)

SECTION C (cont'd) PLANS FOR ACHIEVING OBJECTIVES: Specific methods by which the employee can work toward accomplishing his performance objectives (in-service training courses, college courses, special work assignments for training purposes, etc.)

EMPLOYEE COMMENTS:

SECTION D

Signature of Supervisor

Field Rep. Supervisor

Title

July 15, 1970

Date

Reviewed By

Title

Date

I have discussed this with my supervisor

John P Fischer

Signature of Employee

NEIGHBORHOOD YOUTH CORPS
SAN DIEGO COUNTY
852 Eighth Avenue
San Diego, California 92101

EMPLOYEE DEVELOPMENT REVIEW

Name	Classification	From	To
John A Doggett	Field Representative	January	July 70

Reason for Review: ☐ Initial Probation ☐ Mid Probation ☒ Final Probation ☐ Regular

SECTION A-ITEMIZED CHECK LIST	Does Not Apply	Outstanding	Standard	Unsatisfactory
All Employees:				
1. Attendance			✓	
2. Punctuality			✓	
3. Physical Fitness	✓			
4. Safety Practices	✓			
5. Personal Neatness			✓	
6. Compliance with Rules			✓	
7. Cooperation			✓	
8. Acceptance of New Ideas			✓	
9. Application of Effort			✓	
10. Interest in Job			✓	
11. Accuracy of Work			✓	
12. Quality of Judgment			✓	
13. Public & Employee Relations		✓		
14. Written Expression			✓	
15. Oral Expression		✓		
16. Equipment Operation	✓			
17. Neatness of Work			✓	
18. Performance Min. Supvn.			✓	
19. Promptness Completing Work			✓	
20. Volume of Work Produced			✓	
21. Performance Under Pressure			✓	
22. Performance New Work Sits.			✓	
Employees Who Supervise:				
1. Coordinating Work w. Others				
2. Acceptance of Responsibility				
3. Establishment of Work Stds.				
4. Training & Leading Staff				
5. Planning & Assigning Work				
6. Fairness to Staff				
7. Adequacy of Instructions				
8. Control of Staff				

SECTION B-OVERALL EVALUATION

Unsatisfactory ☐
Standard ☒
Outstanding ☐

COMMENTS Outspoken and Sincere, fully aware of the problems of our community, and is of a great assistance to our enrollees.

SECTION C. (To Be Completed by Employee) PERFORMANCE OBJECTIVES: Goals for further improvements in job performance during the next year in order to meet or exceed standards for the employee's present job, or to develop employee skills. (Section C Cont'd on Reverse Side)

SECTION C (cont'd) PLANS FOR ACHIEVING OBJECTIVES: Specific methods by which the employee can work toward accomplishing his performance objectives (in-service training courses, college courses, special work assignments for training purposes, etc.)

EMPLOYEE COMMENTS:

I feel that I could work far more effectively if I were given adequate notice of policy changes, if prescribed policies were followed, and if policies were set in a timely manner. I feel that the administration of personnel regulations leaves much to be desired. (jd)

SECTION D

Pierce V. Gause	Field Rep Supervisor	15 July 70
Signature of Supervisor	Title	Date
Reviewed By	Title	Date

I have discussed this with my supervisor

John A. Wagyett
Signature of Employee

7/15/70

NEIGHBORHOOD YOUTH CORPS
SAN DIEGO COUNTY
852 Eighth Avenue
San Diego, California 92101

EMPLOYEE DEVELOPMENT REVIEW

Name	Classification	From	To
Jeffrey David Stringer	Field Advisor	January	July 70

Reason for Review: ☐ Initial Probation ☐ Mid Probation ☐ Final Probation ☐ Regular

SECTION A-ITEMIZED CHECK LIST	Does Not Apply	Outstanding	Standard	Unsatisfactory
All Employees:				
1. Attendance			✓	
2. Punctuality			✓	
3. Physical Fitness	✓			
4. Safety Practices	✓			
5. Personal Neatness			✓	
6. Compliance with Rules			✓	
7. Cooperation		x		
8. Acceptance of New Ideas			✓	
9. Application of Effort			✓	
10. Interest in Job			✓	
11. Accuracy of Work			✓	
12. Quality of Judgment			✓	
13. Public & Employee Relations			✓	
14. Written Expression			✓	
15. Oral Expression			✓	
16. Equipment Operation	✓			
17. Neatness of Work			✓	
18. Performance Min. Supvn.			✓	
19. Promptness Completing Work				✓
20. Volume of Work Produced			✓	
21. Performance Under Pressure			✓	
22. Performance New Work Sits.			✓	
Employees Who Supervise:				
1. Coordinating Work w. Others				
2. Acceptance of Responsibility				
3. Establishment of Work Stds.				
4. Training & Leading Staff				
5. Planning & Assigning Work				
6. Fairness to Staff				
7. Adequacy of Instructions				
8. Control of Staff				

SECTION B-OVERALL EVALUATION

- Unsatisfactory ☐
- Standard ☒
- Outstanding ☐

COMMENTS Jeff is very concerned about helping the adolescents of our community. During the past 2 months he has not been very prompt completing his work due to physical illness. It seems that his past record gives us good reasons to expect a satisfactory job performance in the future.

SECTION C. (To Be Completed by Employee)
PERFORMANCE OBJECTIVES: Goals for further improvements in job performance during the next year in order to meet or exceed standards for the employee's present job, or to develop employee skills.
(Section C Cont'd on Reverse Side)

SECTION C (cont'd) PLANS FOR ACHIEVING OBJECTIVES: Specific methods by which the employee can work toward accomplishing his performance objectives (in-service training courses, college courses, special work assignments for training purposes, etc.)

EMPLOYEE COMMENTS: I believe this evaluation is fair for the length of time Mr. Gore has been my supervisor. If other evaluation sheets had been in use, for the entire time that I have been underemployed at NYC. I would have demanded a better rating. For the past two years I have worked many extra hours including Saturdays. in (1968 & 1969) I worked every Saturday all summer and never recieved compensation time, also I worked from 6 o'clock in the morning until 7 or 8 o'clock at night to see that NYC enrollees were taken care of. I knew I'm really devoted to my work I have worked so hard for NYC. but it has to my bad phy. condition which cannot be cured. I would like that my past work history, which shows dedication and job interest should be taken into consideration. A negative outlook on my present situation does not seem a proper. I feel I can continue working with NYC enrollees in many ways if more opportunities are given to me. Jeffrey David Stringer

SECTION D

Pierre V. Gorsuch
Signature of Supervisor

Field Rep. Super.
Title

Jan - July 70
Date

Reviewed By

Title

Date

I have discussed this with my supervisor

Jeffrey David Stringer
Signature of Employee

NEIGHBORHOOD YOUTH CORPS
SAN DIEGO COUNTY
852 Eighth Avenue
San Diego, California 92101

EMPLOYEE DEVELOPMENT REVIEW

Name	Classification	From	To
Mrs Madeline Singleton	Field Representative	January	July 1970

Reason for Review: ☐ Initial Probation ☐ Mid Probation ☐ Final Probation ☐ Regular

SECTION A-ITEMIZED CHECK LIST	Does Not Apply	Outstanding	Standard	Unsatisfactory
All Employees:				
1. Attendance			✓	
2. Punctuality			✓	
3. Physical Fitness	✓			
4. Safety Practices	✓			
5. Personal Neatness			✓	
6. Compliance with Rules			✓	
7. Cooperation		✓		
8. Acceptance of New Ideas			✓	
9. Application of Effort		✓		
10. Interest in Job		✓		
11. Accuracy of Work		✓		
12. Quality of Judgment			✓	
13. Public & Employee Relations		✓		
14. Written Expression			✓	
15. Oral Expression			✓	
16. Equipment Operation	✓			
17. Neatness of Work	✓			
18. Performance Min. Supvn.			✓	
19. Promptness Completing Work			✓	
20. Volume of Work Produced		✓		
21. Performance Under Pressure			✓	
22. Performance New Work Sits.			✓	
Employees Who Supervise:				
1. Coordinating Work w. Others				
2. Acceptance of Responsibility				
3. Establishment of Work Stds.				
4. Training & Leading Staff				
5. Planning & Assigning Work				
6. Fairness to Staff				
7. Adequacy of Instructions				
8. Control of Staff				

SECTION B-OVERALL EVALUATION

Unsatisfactory ☐
Standard ☐
Outstanding ☒

COMMENTS *Very efficient and Cooperative. Good insight of youth situation and of the problems of our community. She has a lot to offer to the N.Y.C Program.*

SECTION C. (To Be Completed by Employee) PERFORMANCE OBJECTIVES: Goals for further improvements in job performance during the next year in order to meet or exceed standards for the employee's present job, or to develop employee skills. (Section C Cont'd on Reverse Side)

SECTION C (cont'd) PLANS FOR ACHIEVING OBJECTIVES: Specific methods by which the employee can work toward accomplishing his performance objectives (in-service training courses, college courses, special work assignments for training purposes, etc.)

EMPLOYEE COMMENTS: Mr. Grusse gives me the benefit of doubt letting me use my own judgement & capacity to bring out the best in people thru attitude toward individual + listening ability.

SECTION D

Jim V. Grusse
Signature of Supervisor

Field Rep Supervisor
Title

15 July 70
Date

Reviewed By

Title

Date

I have discussed this with my supervisor

M. Singleton
Signature of Employee

NEIGHBORHOOD YOUTH CORPS
SAN DIEGO COUNTY
852 Eighth Avenue
San Diego, California 92101

EMPLOYEE DEVELOPMENT REVIEW

Name	Classification	From	To
Jan Carlson	Field Representative	June	July 70

Reason for Review: ☐ Initial Probation ☐ Mid Probation ☐ Final Probation ☐ Regular

SECTION A-ITEMIZED CHECK LIST	Does Not Apply	Outstanding	Standard	Unsatisfactory
All Employees:				
1. Attendance			✓	
2. Punctuality			✓	
3. Physical Fitness	✓			
4. Safety Practices	✓			
5. Personal Neatness			✓	
6. Compliance with Rules			✓	
7. Cooperation			✓	
8. Acceptance of New Ideas			✓	
9. Application of Effort			✓	
10. Interest in Job			✓	
11. Accuracy of Work			✓	
12. Quality of Judgment			✓	
13. Public & Employee Relations			✓	
14. Written Expression			✓	
15. Oral Expression			✓	
16. Equipment Operation	✓			
17. Neatness of Work			✓	
18. Performance Min. Supvn.			✓	
19. Promptness Completing Work			✓	
20. Volume of Work Produced			✓	
21. Performance Under Pressure			✓	
22. Performance New Work Sits.			✓	
Employees Who Supervise:				
1. Coordinating Work w. Others				
2. Acceptance of Responsibility				
3. Establishment of Work Stds.				
4. Training & Leading Staff				
5. Planning & Assigning Work				
6. Fairness to Staff				
7. Adequacy of Instructions				
8. Control of Staff				

SECTION B-OVERALL EVALUATION

Unsatisfactory ☐
Standard ☑
Outstanding ☐

COMMENTS Sincerity, Flexibility, Interest. Promptness in carrying responsibilities.

SECTION C. (To Be Completed by Employee) PERFORMANCE OBJECTIVES: Goals for further improvements in job performance during the next year in order to meet or exceed standards for the employee's present job, or to develop employee skills. (Section C Cont'd on Reverse Side)

SECTION C (cont'd) PLANS FOR ACHIEVING OBJECTIVES: Specific methods by which the employee can work toward accomplishing his performance objectives (in-service training courses, college courses, special work assignments for training purposes, etc.)

EMPLOYEE COMMENTS:

SECTION D

Pierre V. Gurney
Signature of Supervisor

Field Rep. Supervisor
Title

7/22/70
Date

Reviewed By

Title

Date

I have discussed this with my supervisor

Jan K. Carlson
Signature of Employee

NEIGHBORHOOD YOUTH CORPS
SAN DIEGO COUNTY
852 Eighth Avenue
San Diego, California 92101

EMPLOYEE DEVELOPMENT REVIEW

Charlene L Daniels — Name
Field Representative — Classification
May — From
July 70 — To

Reason for Review: ☐ Initial Probation ☐ Mid Probation ☐ Final Probation ☐ Regular

SECTION A-ITEMIZED CHECK LIST	Does Not Apply	Outstanding	Standard	Unsatisfactory
All Employees:				
1. Attendance			✓	
2. Punctuality			✓	
3. Physical Fitness	✓			
4. Safety Practices	✓			
5. Personal Neatness			✓	
6. Compliance with Rules			✓	
7. Cooperation		✓		
8. Acceptance of New Ideas			✓	
9. Application of Effort			✓	
10. Interest in Job		✓		
11. Accuracy of Work			✓	
12. Quality of Judgment			✓	
13. Public & Employee Relations		✓		
14. Written Expression			✓	
15. Oral Expression			✓	
16. Equipment Operation	✓			
17. Neatness of Work			✓	
18. Performance Min. Supvn.			✓	
19. Promptness Completing Work			✓	
20. Volume of Work Produced			✓	
21. Performance Under Pressure			✓	
22. Performance New Work Sits.			✓	
Employees Who Supervise:				
1. Coordinating Work w. Others				
2. Acceptance of Responsibility				
3. Establishment of Work Stds.				
4. Training & Leading Staff				
5. Planning & Assigning Work				
6. Fairness to Staff				
7. Adequacy of Instructions				
8. Control of Staff				

SECTION B-OVERALL EVALUATION

- Unsatisfactory ☐
- Standard ☑
- Outstanding ☐

COMMENTS Efficient - Cooperative. Good understanding of youth problems. Willing to help them.

SECTION C. (To Be Completed by Employee)
PERFORMANCE OBJECTIVES: Goals for further improvements in job performance during the next year in order to meet or exceed standards for the employee's present job, or to develop employee skills.
(Section C Cont'd on Reverse Side)

SECTION C (cont'd) PLANS FOR ACHIEVING OBJECTIVES: Specific methods by which the employee can work toward accomplishing his performance objectives (in-service training courses, college courses, special work assignments for training purposes, etc.)

EMPLOYEE COMMENTS:

SECTION D

Pierre V. Clement	Field Rep Supervisor	7/28/70
Signature of Supervisor	Title	Date
Reviewed By	Title	Date

I have discussed this with my supervisor

Marlen L. Dancy

Signature of Employee