



Employee Evaluation Checklist

Administration
 290 N. D Street, Suite 600
 San Bernardino, CA 92415-0045

Employee Name	Job Title	Hire Date/WPE Date

Checklist to be completed and attached to the 4th pp, 10th pp (New Hires/Promotions and Annual (All Employees) Work Performance Evaluations (WPE's). Enter date completed under each appropriate pay period column.

Description	N/A	4 th PP	10 th PP	Annual
1. WDD Orientation – Date:				
2. Mentor Assignment (meet biweekly):				
3. E-Time Tutorial				
4. Reviewed Intranet Resources and know how to access				
5. Instructions regarding building access and closing				
6. Orientation on job with Supervisor				
7. Computer Login/Email				
8. Sexual Harassment Training (within first 100 hours & every 2 yrs)				
9. SBSafe Initiative – Modules 1, 2 & 3 (PERC)				
10. Enhancing Your Customer Service Skills: A Mission Possible! (PERC)				
11. Code of Conduct				
12. Disaster Plan Assignment				
13. Disaster & Safety Equipment Location				
14. Emergency Action Plan				
15. Form 700 (if applicable)				

Employee Signature	Date

Employee **MUST** check one option:

- I hereby certify that I am a licensed driver with a valid California Driver's License and that I currently carry vehicle insurance, as required by the County when driving for County Business.
- Expiration Date on CDL:
 - Expiration Date for Vehicle Insurance:
 - Driver Awareness Class Date:
- I will not drive during County Business.

I understand my responsibility for compliance with the above policies, procedures and rules provided.

Employee Signature	Date
Supervisor Signature	Date

Description	N/A	4 th PP	10 th PP
AJCC Workforce Development Specialist			
1. WIOA Application Training			
2. WIOA Title I Services			
3. Workshops Observation (including Rapid Response)			
4. AJCC Partners Overview			
5. Enrollment Process Training			
6. Inherit 8 cases (to include job seekers only, training cases, OJTs and P2E)			
7. Added to Rotation Log			
8. Conduct all workshops as Host and Co-Host			
9. Monthly meetings with Mentor			
AJCC Workforce Development Technician			
1. WIOA Application Training			
2. Enter Application in CalJOBS			
3. WIOA Title I Services			
4. Issue Supportive Services Training			
5. Process Training Classes			
6. Issue Supportive Services Training			
7. Process Training Classes			
AJCC Office Assistant			
1. Tech Support Training			
2. EDD Overview			
3. Programs Overview			
4. AJCC Partners Overview			
5. VOS Greeter Training			
Administration			
1. Review Program Guide			
2. Administration Overview – Roles, Personnel, etc.			
3. WDD Overview – all Programs, Grants & Special Projects			
4. 003 Process			
5. AJCC Partners Overview			
Program Support (Whichever are applicable to the position)			
1. Oversee, administratively, Programs, MOUs, Special Projects			
2. Write Policy & Guidelines			
3. Monitoring/Oversight			
4. Answer Programmatic Questions from AJCCs			
5. Update Program Guide accordingly			
6. Review & Assess Directives, TEGL etc. and provide feedback			
7. Develop Board Agenda Items, Contracts, and MOUs			
8. Other:			

Description	N/A	4 th PP	10 th PP
Business Services			
1. Review Admin Handbook			
2. WDD Overview – all Programs & Special Projects			
3. BSR / BSS service area assignment (territory)			
4. Territory Profile Report			
5. WIOA overview			
6. AJCC System MOU partners (28)			
7. Basic WIOA Eligibility, Adult, DW, P2E			
8. Attend AJCC orientation workshop			
9. Business Services overview			
10. BS Representative/Specialist Expectations / Goals (handout/email)			
11. Industry sector focus - CHAMPS			
12. Business visit speaking points			
13. Retention Survey			
14. CalJOBS Business Activities / Notes			
15. CalJOBS Job Postings / Candidate Search			
16. CalJOBS - Labor Market Information			
17. ExecutivePulse			
18. Vehicle Safety Training			
19. Operating the county vehicle, county yards and gas pin #			
20. OJT process and contracts			
21. Incumbent Worker Training			
22. Apprenticeship Basics			
23. WARN Notice			
24. Rapid Response process			
25. Rapid Response - Required/Allowable/Disallowed			
26. HR Hotline			
27. Layoff Aversion Strategies			
28. Layoff Aversion Consultant's			
29. Layoff Aversion Workshops			
30. Chamber of Commerce 101			