

Performance Evaluation Probationary Period

Classified new hires have a *six (6) month probationary* period. A new hire will have a *three (3) month* and a *five (5) month* probationary performance evaluation. During this probationary period, employees in a new job have the opportunity to learn more about the San Mateo County Community College District (SMCCCD), their job responsibilities and the performance expectations for their position. You will be provided the tools, equipment, manuals, and other references you need to do your job. You may also be assigned to a trainer or mentor to help you get better acquainted with the SMCCCD and its protocols.

You will be given feedback about your work so that you can refine your skills and enhance your knowledge. No later than at the conclusion of the orientation period, your manager will evaluate how well you understand and perform your duties.

This orientation is a critical period for the SMCCCD and you to determine if the job is right for you. Your manager may extend the probationary period if warranted.

After a probationary period an employee will be evaluated every anniversary date each year. *One year* may be *skipped* after *two satisfactory annual* performance evaluations. Promotional transfers have a *six (6) month probationary* period performance evaluation similar to a new hire.

The [procedures](#) and [form](#) is available on our District Portal website.