

**Riverside Community College District**  
**Management Performance Evaluation**  
Evaluations Signatures Form

Manager Evaluated: \_\_\_\_\_

Position Title: \_\_\_\_\_

I. Manager's Signature:

The signature affixed below indicates that the manager being evaluated has discussed the evaluation with the supervisor and has received a copy of the evaluation forms. Also, the manager is aware that the evaluation forms will be placed into his/her personnel file and will be made available for his/her review. Further, the manager is aware that he/she may submit a "response to the evaluation" within ten (10) work days from the date of the signature affixed below. The manager's signature does not necessarily indicate agreement with the evaluation.

\_\_\_\_\_  
Manager's Signature

\_\_\_\_\_  
Date

II. Supervisor's Signature:

The signature affixed below indicates that the evaluation program has been conducted in accordance with established procedures and that the evaluation has been discussed with the manager being evaluated.

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

III. Director, Diversity & Human Resources, Signature:

The signature affixed below indicates that the evaluation documents pertaining to the above named manager have been placed into the personnel file.

\_\_\_\_\_  
Director, Diversity & Human Resources, Signature

\_\_\_\_\_  
Date

**DUE DATE:** No later than ***JUNE 30***, the supervising manager will submit the completed packet of evaluation forms to Director, Diversity and Human Resources, for review and placement into the personnel file.