

**COLLEGE OF THE REDWOODS**  
**CLASSIFIED EMPLOYEE SPECIAL RECOGNITION**

(This completed form is to be attached to the performance evaluation forms and forwarded to the Office of Human Resources for inclusion in the employee's personnel file)

Employee Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Position #: \_\_\_\_\_  
Location: \_\_\_\_\_  
Division/Dept.: \_\_\_\_\_

Evaluation Rating Period (coincides with classification anniversary month)	From: _____  Through: _____
---	-----------------------------------

**SPECIAL RECOGNITION (Job Duties)**

(Describe excellence in employee performance and/or on completed projects during the evaluation year)

Impact on overall division/department operations and services:

**SPECIAL RECOGNITION (Skills Development)**

(Recognize excellence in employee performance as the result of staff development activities such as completion of degrees, certificates, courses, selected research/reading, and/or other development activities)

Description of activities and dates completed:

Completion of this activity enhanced employee performance in the following ways: (use additional pages if necessary)

Signature: \_\_\_\_\_  
Immediate Supervisor

Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
Division/department Administrator

Date: \_\_\_\_\_