



Administrator and Professional Non-Faculty Evaluation Form

ADMINISTRATIVE EVALUATION FOR:

SEMESTER/YEAR

PERFORMANCE EVALUATION KEY:

1. **Below Minimum Standards** – Performance is below minimal acceptable standards; immediate improvement required.
2. **Does Not Consistently Meet Standards** – Performance sometimes meets requirements, but not consistently; improvement necessary.
3. **Fully Meets Requirements** – Performance fully meets job requirements on a consistent basis.
4. **Frequently Exceeds Requirements** – Performance frequently exceeds requirements, performs the task/function consistently in a timely manner; initiates and/or volunteers; performs the task/function at a very high quality level.
5. **Consistently Exceeds Requirements** – Performance consistently exceeds requirements, reaching a level found only in a small percentage of people; with minimum supervision/direction, achievements are well beyond those expected at this level.
0. **NAVO Not Applicable or Observable** – This rating is given when the rating factor does not apply or when job performance has not been observed.

Communication Skills	1	2	3	4	5	0
1. The employee regularly exhibits the ability to inform and persuade others in oral and written communications.						
2. The employee effectively conveys and articulates needs and goals to other employees.						
3. The employee listens well and encourages and welcomes a diversity of opinions.						
4. The employee effectively conveys important administrative information (e.g., changes in campus/district policies, deadlines for schedule and curriculum issues, etc.) to the people who work in his/her area.						
5. The employee seeks ways to improve communication in his/her division/program across all areas of diversity.						
Comments:						
Leadership	1	2	3	4	5	0
1. The employee has a highly developed sense of vision and innovation and takes initiative in building that vision.						
2. The employee motivates the work group by exhibiting high personal standards of fairness, enthusiasm, honesty, accomplishment, etc.						
3. The employee demands high standards through stated expectations and personal performance.						
4. The employee uses sound judgment and responds to situations in an appropriate manner including taking appropriate risks.						
5. The employee works hard to address and solve division/area problems.						
6. The employee actively participates in district and college committees and task groups.						
7. The employee makes deliberate efforts to support, enhance, and facilitate the College's commitment to cultural richness.						
8. The employee personally models and sets standards for appropriate behavior towards all people.						
Comments:						

Professional Knowledge And Expertise	1	2	3	4	5	0
1. The employee has in-depth knowledge or technical expertise in one of the areas or disciplines which he or she supervises.						
2. The employee has an appropriate level of general knowledge about all of the areas or disciplines which he or she supervises.						
3. The employee demonstrates understanding of college goals, policies, and procedures.						
4. The employee participates in professional and service organizations and activities and utilizes professional contacts as a resource for program improvement and enhancement.						
5. The employee participates in training and development activities designed to support a diverse working and learning environment for students and employees.						
6. The employee demonstrates support for increasing the diversity of students and works to develop retention strategies.						
Comments:						
Team Work	1	2	3	4	5	0
1. The employee maintains a professional and cooperative attitude in working with work groups and teams.						
2. The employee provides for broad-based collaboration in area planning and decision making.						
3. The employee demonstrates sensitivity to the needs and abilities of others, makes reasonable accommodations for cultural, ethnic, gender, and ability differences, and exemplifies a supportive attitude.						
4. The employee is tactful in conveying discipline or constructive criticism.						
5. The employee gives firm direction when needed.						
6. The employee resolves conflicts in a constructive way.						
7. The employee builds consensus, trust and confidence within his/her teams.						
8. The employee demonstrates support for increasing the diversity of staff and works to welcome and retain diverse staff						
Comments						
Administrative Skills	1	2	3	4	5	0
1. The employee attends to administrative details (e.g., budget, subordinate evaluations, schedule, etc.) in his/her area.						
2. The employee schedules meetings appropriately.						
3. The employee uses meeting time effectively and efficiently.						
4. The employee is organized and effectively structures, prioritizes, delegates, arranges and facilitates the accomplishment of tasks.						
5. The employee establishes work direction, sets priorities clearly, defines and breaks tasks into their components and assigns them appropriately.						
6. The employee demonstrates tenacity and singleness of purpose when appropriate and also adapts to and facilitates change when necessary.						
7. The employee is able to work under pressure, demonstrating ability to work effectively despite pressures of deadlines, crises, and changing demands.						
8. The employee identifies, utilizes, and develops human resources and/or institutional strategies to serve needs.						
Comments:						

What do you consider to be the employee's greatest strengths?

In what areas do you think the employee could improve? How might the employee improve in these areas?

Optional Additional Comments:

Supervisor Signature Date

Employee Signature Date