


FORDHAM UNIVERSITY



ADMINISTRATOR PERFORMANCE APPRAISAL

ADMINISTRATOR'S NAME	JOB TITLE

AREA VICE PRESIDENT	DEPARTMENT

DATE OF EMPLOYMENT	DATE ASSIGNED TO POSITION	APPRAISAL PERIOD	FROM	TO
				

APPRAISAL GIVEN BY	TITLE	DATE

This form is to be used in evaluating an administrator's performance and potential, and in assessing the developmental needs of members of the administrative staff.

Upon completion by the manager/supervisor, the form should be reviewed and signed by the next level of management.

A formal interview should be arranged with the evaluated administrator so that the performance review can be discussed. At this time the administrator should have the opportunity to make oral and written comments, sign the document to acknowledge its review and receive a copy of the evaluation, if requested.

PERFORMANCE CHARACTERISTICS

Evaluate the individual's performance from the last appraisal period and check the appropriate performance level on the continuum. Comments should be included to substantiate the evaluation of each characteristic.

JOB KNOWLEDGE - TECHNICAL EXPERTISE

Understands and can apply procedures, policies and standards. Keeps abreast of current developments in the field.	PERFORMANCE LEVEL								
	Unsatisfactory	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Needs to improve knowledge of work	Demonstrates required knowledge			Demonstrates excellent knowledge of work				
<u>COMMENTS:</u> PRIORITY Critical Important Useful N/A									

INITIATIVE

Seeks out new ideas and approaches, and/or additional responsibilities.	PERFORMANCE LEVEL								
	Unsatisfactory	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Needs to be more resourceful and self-starting	Generally resourceful and self-starting			Extremely resourceful and self-starting				
<u>COMMENTS:</u> PRIORITY Critical Important Useful N/A									

COMMUNICATION SKILLS (WRITTEN AND ORAL)

Expresses himself/herself in a clear, concise and persuasive manner. Listens attentively.	PERFORMANCE LEVEL								
	Unsatisfactory	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Needs to develop skills further	Meets necessary job requirements			Demonstrates highly developed skills				
<u>COMMENTS:</u> PRIORITY Critical Important Useful N/A									

LEADERSHIP

Demonstrates effectiveness in guiding subordinates toward the accomplishment of specified goals within appropriate time frames.	PERFORMANCE LEVEL								
	Unsatisfactory	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Needs to develop skills further	Meets necessary job requirements			Demonstrates excellent skills				
<u>COMMENTS:</u> PRIORITY Critical Important Useful N/A									

DEPENDABILITY

Completes assignments in a timely fashion with minimal supervision.	PERFORMANCE LEVEL								
	Unsatisfactory	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Has difficulty meeting deadlines; requires high degree of supervision	Generally meets deadlines; requires a moderate degree of supervision			Always meets deadlines; requires very little supervision				
<u>COMMENTS:</u> PRIORITY Critical Important Useful N/A									

WORK ORGANIZATION

Plans ahead, sets priorities, and schedules work assignments effectively.	PERFORMANCE LEVEL								
	Unsatisfactory	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Needs improvement in planning and scheduling work	Generally effective in planning and scheduling work			Demonstrates excellent capacity for planning and scheduling work				
<u>COMMENTS:</u> PRIORITY Critical Important Useful N/A									

DECISION MAKING

Responds with appropriate and sound conclusions after evaluating possible course of action. Identifies problems, obtains relevant information, and identifies possible causes and solutions.	PERFORMANCE LEVEL								
	Unsatisfactory	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Needs to develop skills further	Generally reaches sound conclusions			Demonstrates excellent skills				
<u>COMMENTS:</u> PRIORITY Critical Important Useful N/A									

PROPOSED PERFORMANCE GOALS

Specify proposed performance goals for this individual in the coming year relative to the work of the area. Outline time frames, whenever possible.

--

DEVELOPMENT NEEDS

Specify areas for further development and cite specific training programs, development assignments, etc. where applicable.

--

COMMENT ON THIS INDIVIDUAL'S EXPRESSED FUTURE CAREER OBJECTIVES

--

REVIEW OF APPRAISAL

Manager/Supervisor: I prepared this appraisal and discussed it with the staff member.	Print Name	Signature
	Title	Date

COMMENTS:

Next Level Manager: This appraisal was reviewed by the next level of management.	Print Name	Signature
	Title	Date

COMMENTS:

Employee: I reviewed the contents of this appraisal.	Print Name	Signature
	Title	Date

COMMENTS:

Employee Name:

Employee Signature: _____

Date:

ADMINISTRATOR PERFORMANCE APPRAISAL - ADDITIONAL NOTES

--