

[]

CALIFORNIA LUTHERAN UNIVERSITY
PERFORMANCE APPRAISAL - ADMINISTRATORS
90-DAY APPRAISAL

NAME: _____ TITLE: _____
DEPARTMENT: _____ SUPERVISOR: _____
DATE EMPLOYED: _____ REVIEW DATE: _____

The following is designed to aid in evaluating the performance of an employee. Consider each factor carefully and check the rating that best describes the employee. (1-Unsatisfactory, 2-Needs Improvement, 3-Meets Expectations, 4-Above Expectations)

	1	2	3	4
<u>JOB KNOWLEDGE:</u>				
Consider work skills, understanding of duties, methods, procedures, competence and consistency, ability to act.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS:

<u>ORGANIZATIONAL & ADMINISTRATIVE EFFECTIVENESS:</u>				
Consider planning, organizing and implementing tasks, programs, thoroughness and accuracy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS:

<u>RESOURCEFULNESS/CREATIVITY:</u>				
Consider whether he/she has evidenced imagination and ingenuity in solving the problems that accompany his/her job responsibilities; offers worthwhile suggestions and ideas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS:

1 2 3 4

INITIATIVE::

Consider desire to improve, alertness, interest in assuming greater responsibility; self-starter; ability to deviate from routine when necessary.

COMMENTS:

DEPENDABILITY::

Consider stability and reliability, attendance, meeting schedules; follows through on projects without continued direction.

COMMENTS:

ADAPTABILITY::

Consider ability to adjust to change, learning and acceptance of new ideas, methods & self-reliance.

COMMENTS:

INTERPERSONAL RELATIONSHIPS/ATTITUDE::

Consider interest in the University, attitude and relationship to peers and subordinates, tactfulness, cooperativeness and respect.

COMMENTS:

1 2 3 4

LEADERSHIP::

Consider success in motivating others to perform effectively, gets good results; tries to develop subordinates; recognizes and develops capable personnel and is an effective leader.

COMMENTS:

SUPERVISORY SKILLS::

Consider the ability to identify responsibilities of subordinates to supervise, and to assess performance. Gives clear consistent feedback. Demonstrate the ability to observe appropriate personnel policies and practices as a supervisor.

COMMENTS:

BUDGET MANAGEMENT::

Consider the ability to work within established University policies regarding the development and monitoring on one's departmental budget.

COMMENTS:

JUDGMENT::

Consider ability to exercise good judgment in decision making, awareness of impact of decision in other areas, know limitations and seeks guidance in decision making.

COMMENTS:

1 2 3 4

PROFESSIONAL DEVELOPMENT:

Consider the degree to which he/she works to develop self professionally; learning and growing in his/her professional skills and knowledge.

COMMENTS:

CONTRIBUTION TO OVERALL GOALS OF DEPARTMENT:

Consider level of contribution to goals of department, providing responsible, consistent service.

COMMENTS:

OVERALL PERFORMANCE:

Consider individual's total performance in the execution of his/her day-to-day responsibilities.

GENERAL COMMENTS:

(Give reasons for a very high or low rating for any factor.)



This report is based on my observation and/or knowledge. It represents my best judgment of the employee's performance.

SIGNATURE OF SUPERVISOR: _____ DATE _____

The above performance appraisal has been reviewed with me.

SIGNATURE OF EMPLOYEE: _____ DATE: _____