

FORDHAM UNIVERSITY



ADMINISTRATOR PERFORMANCE APPRAISAL

ADMINISTRATOR'S NAME	JOB TITLE

FUNCTIONAL AREA VICE PRESIDENT	DEPARTMENT

DATE OF EMPLOYMENT	DATE ASSIGN 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.

After completion by the individual responsible for the administrator, 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 since the last appraisal and check the appropriate performance level on the continuum. Comment 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								
	Needs to improve Knowledge of work			Demonstrates required Knowledge			Demonstrates excellent knowledge of work		
<u>COMMENTS:</u> PRIORITY Critical <input type="checkbox"/> Important <input type="checkbox"/> Useful <input type="checkbox"/> N/A <input type="checkbox"/>									

INITIATIVE

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

COMMUNICATION SKILLS (WRITTEN AND ORAL)

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

LEADERSHIP

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

DEPENDABILITY

Completes assignments in a timely fashion with minimal supervision.	PERFORMANCE LEVEL								
	Unsatisfactory								
	Has difficulty meeting deadlines; requires a 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 <input type="checkbox"/> Important <input type="checkbox"/> Useful <input type="checkbox"/> N/A <input type="checkbox"/>									

WORK ORGANIZATION

Plans ahead, sets priorities, and schedules work assignments effectively.	PERFORMANCE LEVEL								
	Unsatisfactory								
	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 <input type="checkbox"/> Important <input type="checkbox"/> Useful <input type="checkbox"/> N/A <input type="checkbox"/>									

DECISION MAKING

Plans ahead, sets priorities, and schedules work assignments effectively.	PERFORMANCE LEVEL								
	Unsatisfactory								
	Needs to develop skills further			Generally reaches sound conclusions			Demonstrates excellent skills		
<u>COMMENTS:</u> PRIORITY Critical <input type="checkbox"/> Important <input type="checkbox"/> Useful <input type="checkbox"/> N/A <input type="checkbox"/>									

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, developmental 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