

ADMINISTRATIVE EVALUATION REPORT

Purpose of this evaluation: To make an evaluative inventory indicating strengths and weaknesses and to outline a practical improvement program. These evaluations will provide a history of job effectiveness, development and progress.

Name: _____ Department: _____ Title: _____

Length of time in present position: _____ Academic year: _____ Date: _____

Rating factors: Indicate your rating by considering how this employee is performing on the job. For each category, place a check in the box over the description which best fits the employee.

1. Job Knowledge Not observed: _ <input type="checkbox"/>	Has gaps in fundamental knowledge and skills of the job. (A) <input type="checkbox"/>	Has satisfactory knowledge and skill for the routine phases of the job. (B) <input type="checkbox"/>	Has good knowledge and is well skilled in all phases of the job. (C) <input type="checkbox"/>	Has an exceptional understanding and skill in all phases of the job. (D) <input type="checkbox"/>	Has a far-reaching grasp of the entire broad job area. Authority is in his/her field. (E) <input type="checkbox"/>
2. Planning Ability Not observed: _ <input type="checkbox"/>	Relies on others to bring problems to his/her attention. Often fails to see ahead. (A) <input type="checkbox"/>	Plans ahead just enough to get by in present job. (B) <input type="checkbox"/>	Is a careful, effective planner. Anticipates and takes actions to solve problems. (C) <input type="checkbox"/>	Capable of planning beyond requirements of the present job. (D) <input type="checkbox"/>	Capable of top level planning of high caliber. (E) <input type="checkbox"/>
3. Management Ability Not observed: _ <input type="checkbox"/>	Is a poor organizer. Does not make effective use of material or man power. (A) <input type="checkbox"/>	Maintains minimum efficiency of operations. Control could be improved. (B) <input type="checkbox"/>	Displays efficiency of operation. Makes wise use of material and man power. (C) <input type="checkbox"/>	Displays very effective organization. Carefully balances methods and results. (D) <input type="checkbox"/>	Is a highly skilled organizer. Able to obtain optimum effectiveness. (E) <input type="checkbox"/>
4. Quality of Leadership Not observed: _ <input type="checkbox"/>	Often weak and unable to exert control. (A) <input type="checkbox"/>	Normally develops fairly adequate control and direction. (B) <input type="checkbox"/>	Consistently a good leader. Commands respects of staff. (C) <input type="checkbox"/>	Exceptional skill in directing others to great effort. (D) <input type="checkbox"/>	Reflects high level leadership. (E) <input type="checkbox"/>
5. Initiative and Creativity Not observed: _ <input type="checkbox"/>	Has little capability for developing new ideas. Often ignores problems. (A) <input type="checkbox"/>	Has occasionally anticipated problems and developed solutions. (B) <input type="checkbox"/>	Is usually creative and initiates new procedures. (C) <input type="checkbox"/>	Always takes the initiative and is exceptionally creative. (D) <input type="checkbox"/>	Is able to see beyond limits of own area. Often initiates and is creative for entire college. (E) <input type="checkbox"/>
6. Executive Judgment Not observed: _ <input type="checkbox"/>	Decisions and recommendations are sometimes unsound or ineffective. (A) <input type="checkbox"/>	Judgment is usually sound and reasonable with occasional errors. (B) <input type="checkbox"/>	Displays good judgment resulting from sound evaluation. (C) <input type="checkbox"/>	An exceptionally sound, logical thinker in situations that occur in his/her area. (D) <input type="checkbox"/>	Consistently arrives at the right decision even on highly complex matters. (E) <input type="checkbox"/>
7. Oral and Written Expression Not observed: _ <input type="checkbox"/>	Write: _ Speak: _ Unable to express thoughts clearly. Lacks organization. (A) <input type="checkbox"/>	Write: _ Speak: _ Expresses thoughts satisfactorily on routine matters. (B) <input type="checkbox"/>	Write: _ Speak: _ Usually organizes and expresses thoughts clearly and concisely. (C) <input type="checkbox"/>	Write: _ Speak: _ Consistently able to express ideas clearly. (D) <input type="checkbox"/>	Write: _ Speak: _ Outstanding ability to communicate ideas to others. (E) <input type="checkbox"/>
8. Human Relations Not observed: _ <input type="checkbox"/>	Does not get along well with people. Definitely hinders his/her effectiveness. (A) <input type="checkbox"/>	Occasional difficulty in getting along with his/her associates. (B) <input type="checkbox"/>	Gets along with people adequately. Average skills at maintaining good relations. (C) <input type="checkbox"/>	Above average skills in human relations are an asset. (D) <input type="checkbox"/>	Outstanding ability in dealing with colleagues. Increases his/her effectiveness. (E) <input type="checkbox"/>
9. Dependability Not observed: _ <input type="checkbox"/>	Definitely unreliable and unable to carry out work independently. (A) <input type="checkbox"/>	Normally fulfills assignments with some supervision. (B) <input type="checkbox"/>	Consistently dependable in working toward established goals. (C) <input type="checkbox"/>	Exceptionally dependable. Meets goals within established deadlines. (D) <input type="checkbox"/>	Outstandingly dependable and works independently effectively. (E) <input type="checkbox"/>
10. Delegation of Responsibility Not observed: _ <input type="checkbox"/>	Does not delegate responsibility and performs even minor tasks him/herself. (A) <input type="checkbox"/>	Reluctant to delegate responsibility but occasionally allows staff to assume some. (B) <input type="checkbox"/>	Usually delegates appropriate responsibility to his/her staff. (C) <input type="checkbox"/>	Effectively delegates appropriate responsibility to his/her staff. (D) <input type="checkbox"/>	Highly skilled in delegating responsibility. Encourages staff to grow in responsibility. (E) <input type="checkbox"/>
11. Service to College and Community Not observed: _ <input type="checkbox"/>	Does not involve him/herself in service to college and community. (A) <input type="checkbox"/>	Occasionally contributes to the benefit of the college and community. (B) <input type="checkbox"/>	Has contributed measurably in service to both college and community. (C) <input type="checkbox"/>	Has rendered consistent service to college and community. (D) <input type="checkbox"/>	Service to the college and community is a definite asset. Deserves recognition. (E) <input type="checkbox"/>

Overall Evaluation of Performance in Present Position

Unsatisfactory
 Less than fully effective
 Effective and competent
 Highly effective
 Outstanding

Supportive Comments: (Must be completed, giving specific facts, weaknesses/achievements).

Recommendations for Development: (Must be completed for overall evaluations, achievements.)

(Supervisor signature) (title) (date)

This evaluation report has been reviewed by me, and I make the following comments:

(Employee signature) (date)

By signing this performance review I certify that I am in compliance with the College's Code of Ethics, which can be found at the following URL: <http://www.lclark.edu/dept/hrpolicy/codeofethics.html>

(Employee signature) (title) (date)

