

*(This form to be completed by members of evaluation survey group, every other year or as requested by supervisor. Comments will be collected and summarized by the employee's supervisor.)*

## **MANAGEMENT TEAM PERFORMANCE APPRAISAL EVALUATION SURVEY GROUP FORM**

### **CONFIDENTIAL**

**PLEASE USE THE "TAB" OR "ARROW" KEYS TO NAVIGATE THROUGH THIS FORM**

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**Name of Evaluatee**

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**Evaluatee's Title**

***Return to:***

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**Manager of Employee**  
***(in a sealed confidential envelope)***

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**Due Date**

The purpose of this evaluation is to provide a record of the effectiveness of this administrator from your personal perspective. Your response should not be based on the reaction of others but on your own first-hand knowledge and experience with the administrator, focusing on the evaluatee's performance as you find it at the present time. As with all evaluations, the ultimate goal is to improve performance; therefore, any comments should be constructive, assisting the individual to improve his/her leadership on the job.

### ***OPTIONAL***

Please check the area which best describes your current position:

- |  |   |
|--|---|
| <input type="checkbox"/> Classified    | <input type="checkbox"/> Teaching Faculty     |
| <input type="checkbox"/> Administrator | <input type="checkbox"/> Non-teaching Faculty |
| <input type="checkbox"/> Student       | <input type="checkbox"/> Department Chair     |

Frequency of Contact:

- ☐ Daily or almost daily  
☐ Several times per week  
☐ About once per week  
☐ Every two weeks or so  
☐ Only on occasion

## Performance Evaluation

Performance Factors	Supporting Observation & Examples
<b>1. Leadership</b>	
<p><b>Decision Making</b>            Demonstrates ability to weigh alternatives, consider variables, analyze information, and make a definitive judgment free from contradiction and vagueness.</p> <p> <input type="checkbox"/> Performance exceeds expectations*  <input type="checkbox"/> Performance meets expectations  <input type="checkbox"/> Performance needs improvement *  <input type="checkbox"/> Performance is unsatisfactory *  <input type="checkbox"/> No basis for judgment         </p>	
<p><b>Problem Solving</b>            Demonstrates ability to see alternatives, analyze options, consider a problem from a variety of viewpoints and formulate different solutions to a situation.</p> <p> <input type="checkbox"/> Performance exceeds expectations*  <input type="checkbox"/> Performance meets expectations  <input type="checkbox"/> Performance needs improvement *  <input type="checkbox"/> Performance is unsatisfactory *  <input type="checkbox"/> No basis for judgment         </p>	
<p><b>Innovation &amp; Initiative</b>            Demonstrates ability to promote and implement new ideas; presents creative solutions to problems and initiates implementation; encourages risk taking; communicates a range of innovation by empowering employees to work independently to achieve goals; is resourceful.</p> <p> <input type="checkbox"/> Performance exceeds expectations*  <input type="checkbox"/> Performance meets expectations  <input type="checkbox"/> Performance needs improvement *  <input type="checkbox"/> Performance is unsatisfactory *  <input type="checkbox"/> No basis for judgment         </p>	
<p><b>Commitment &amp; Contributions to College Goals</b>            Demonstrates ability to fulfill the mission of the college in the course of completing assignments; reflects a District-wide perspective in decision making; recognizes and maintains policies and procedures that support the college mission.</p> <p> <input type="checkbox"/> Performance exceeds expectations*  <input type="checkbox"/> Performance meets expectations  <input type="checkbox"/> Performance needs improvement *  <input type="checkbox"/> Performance is unsatisfactory *  <input type="checkbox"/> No basis for judgment         </p>	
<p><b>Fiscal Responsibility</b>            Demonstrates ability to develop, monitor and maximize financial resources; possesses a comprehensive understanding of budget development; insures fiscal compliance; tracks expenditures; educates staff regarding budget and expenditures; develops budget priorities; controls costs effectively; keeps accurate records; ties budget to short- and long-range planning objectives; considers the needs of the institution in budgeting process.</p> <p> <input type="checkbox"/> Performance exceeds expectations*  <input type="checkbox"/> Performance meets expectations  <input type="checkbox"/> Performance needs improvement *  <input type="checkbox"/> Performance is unsatisfactory *  <input type="checkbox"/> No basis for judgment         </p>	

Performance Evaluation, continued

Performance Factors	Supporting Observation & Examples
<p><b>Commitment to Diversity</b>            Demonstrates ability to consider the views, cultural differences and experiences of others when dealing with any situation; facilitates a framework of understanding and respect; incorporates cultural and ethnic diversity issues and regulations into training and all operational areas as applicable; assures compliance.</p> <p> <input type="checkbox"/> Performance exceeds expectations*  <input type="checkbox"/> Performance meets expectations  <input type="checkbox"/> Performance needs improvement *  <input type="checkbox"/> Performance is unsatisfactory *  <input type="checkbox"/> No basis for judgment         </p>	
<b>2. Interpersonal Skills</b>	
<p><b>Trust</b>            Demonstrates ability to work with others to instill confidence; demonstrates integrity; follows the code of ethics; follows through on commitments; is consistent in relationships with faculty and staff.</p> <p> <input type="checkbox"/> Performance exceeds expectations*  <input type="checkbox"/> Performance meets expectations  <input type="checkbox"/> Performance needs improvement *  <input type="checkbox"/> Performance is unsatisfactory *  <input type="checkbox"/> No basis for judgment         </p>	
<p><b>Collaboration</b>            Demonstrates ability to work together with others to achieve goals; cooperates willingly; works in non-adversarial mode with diverse groups of people and ideas; facilitates participation in decision-making processes; plans and manages in the context of shared governance.</p> <p> <input type="checkbox"/> Performance exceeds expectations*  <input type="checkbox"/> Performance meets expectations  <input type="checkbox"/> Performance needs improvement *  <input type="checkbox"/> Performance is unsatisfactory *  <input type="checkbox"/> No basis for judgment         </p>	
<p><b>Communication</b>            Demonstrates ability to convey thoughts and information clearly, both verbally and in writing; uses active listening skills to insure complete understanding.</p> <p> <input type="checkbox"/> Performance exceeds expectations*  <input type="checkbox"/> Performance meets expectations  <input type="checkbox"/> Performance needs improvement *  <input type="checkbox"/> Performance is unsatisfactory *  <input type="checkbox"/> No basis for judgment         </p>	
<p><b>Supervision</b>            Demonstrates ability to guide and motivate others toward goal achievement; develops effective teams; provides vision; facilitates development; balances authority and service; is accountable for actions and decisions; guides and directs the development of department/program; inspires others through unity of purpose; respects others' responsibilities and commitments.</p> <p> <input type="checkbox"/> Performance exceeds expectations*  <input type="checkbox"/> Performance meets expectations  <input type="checkbox"/> Performance needs improvement *  <input type="checkbox"/> Performance is unsatisfactory *  <input type="checkbox"/> No basis for judgment         </p>	

\*Supporting comments required when Performance "exceeds expectations "needs improvement", or "is unsatisfactory " is indicated.