

**MANAGEMENT TEAM PERFORMANCE APPRAISAL
SUPERVISOR SUMMARY**

CONFIDENTIAL

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

Performance Appraisal: Annual Special Probation

Survey Year: Yes No (Check one)

Name:	Evaluation Period From: _____ To: _____	
Position Title:	Employment Date: _____	Time in present position: _____

Probation period: **Confidential** 3 Month 5 Month Extended
 Probation period: **Manager** 6 Month 9 Month

Summary of goals and objectives for the coming year: (To be agreed upon by both evaluator and evaluatee, and should include any planned professional development activities. Use additional pages as needed.)

Instructions to Evaluator - The following ratings represent your best judgment after considering the input received from those surveyed (if applicable). Understand that the ratings that follow are yours, and will only reflect the survey input insofar as you deem appropriate.

Performance Evaluation

Performance Factors	Supporting Observation & Examples
1. Leadership	
<p>Decision Making 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>Problem Solving 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>Innovation & Initiative 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>Commitment & Contributions to College Goals 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>Fiscal Responsibility 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>	

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

Performance Evaluation, continued

Performance Factors	Supporting Observation & Examples
<p>Commitment to Diversity 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>	
<p>2. Interpersonal Skills</p>	
<p>Trust 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>Collaboration 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>Communication 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>Supervision 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>	

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Additional Evaluator Comments

Are there any responsibilities listed in the job description on which the employee's performance during the past year deserves note?

Potential:

How would you evaluate this person's potential for increased responsibility?

(Consider basic abilities, interest in increased responsibilities, previous training, knowledge of the job, proficiency in skill & techniques, etc.)

Supporting observation:

Employee Comments

Have you reviewed your job description to see that it reflects your current duties and responsibilities?
Please indicate any changes that may be needed in the job description.

Professional growth & development:
(In the last year, what steps have you taken toward your professional growth and development?)

Additional comments, if any:

Signature Page

Over-all performance appraisal: Summarize by reviewing with the employee the total requirements of his/her present job description, goals & objectives and supporting observation: (check one)

Meets/Exceeds Expectations* Needs Improvement * Unsatisfactory *

Permanent Status Extend Probation
(Confidential employees only – not to exceed one year)

* This rating to be substantiated by supporting observation, examples and specific areas for improvement.

Conference with employee held on:

Evaluated by:

Title	Signature	Date
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Employee Comments: Below: Attached: None:

Comments:

In signing the Evaluation Report Form, the employee acknowledges having seen and discussed the report. The employee's signature does not necessarily indicate agreement with the conclusions of the evaluator. The employee may submit a response to this report, in writing, to the evaluator with a copy to the Office of Human Resources within ten (10) working days from the date of this report. That copy will be attached and filed with the Evaluation Report Form (Section 87031, California Education Code).

Signature of Employee	Date
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ROUTE TO:

1.

Supervising Administrator (if appropriate)	Date
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2.

Component Administrator (if appropriate)	Date
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3.

President/Superintendent (if appropriate)	Date
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