

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

ADMINISTRATOR PERFORMANCE EVALUATION

FORM C*—ADMINISTRATOR PERFORMANCE APPRAISAL

Name of Employee
Being Evaluated (Evaluatee) _____

Title _____

Department/Location _____

Evaluation Year: From _____ Through _____

Name of Evaluator _____

Title _____

Check One: Annual Evaluation Comprehensive Evaluation

Directions: The Evaluator will comment briefly and objectively on how each of the following competencies contributes to the Evaluatee's performance in his or her position. The Evaluator shall also rate each category and overall performance rating of the Evaluatee using the following rating scale:

- | | |
|-----------------------------|--|
| Excellent | Performance is outstanding in almost every aspect. Consistently exhibits exceptional behavior. Requires minimal supervision, but consults as appropriate. A knowledgeable observer would recognize overall high quality results. Evaluatee is an inspiration to colleagues, and a model for the organization. |
| Exceeds Expectations | Fully effective. Is excellent in some areas, exceeds expectations in most areas, and meets expectations in remaining areas. Is able to perform most functions independently, but requires more supervision in particular areas. Knowledgeable observers would consider this individual to be an important contributor to the organization. |
| Meets Expectations | Usually exhibits behavior with an effective outcome. Performance is at the basic intended level of satisfactory quantity and quality of work, but does not exceed expectations in a significant amount of areas. Requires on-going supervision to be fully effective. |

*To be provided to Evaluatee at Summary Conference Session, which must occur by December 31.

Needs Improvement

Exhibits effective behavior in some areas, but in other areas performance needs improvement. Needs development and/or experience to improve overall quality and quantity of work. Requires on-going supervision, and even then may not be fully effective. Note: When this rating is given, the evaluator must specify why the rating was assigned, and make recommendations for improvement.

Unsatisfactory

Does not meet expectations in several areas. Significant development is required. A knowledgeable observer would observe a performance level of not meeting specific job requirements. Note: When this rating is given, the evaluator must specify why the rating was assigned, and make recommendations for improvement.

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1. JOB AND FUNCTIONAL KNOWLEDGE

Evaluate employee's understanding of the job, work roles, and procedures/policies to successfully perform the requirements of this position.

- Excellent
- Exceeds Expectations
- Meets Expectations
- Needs Improvement
- Unsatisfactory

Comments:

2. PLANNING AND ORGANIZATION

Evaluate employee's execution of skills in planning and organizing to successfully meet goals.

- Excellent Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Comments:

3. LEADERSHIP AND SUPERVISION

Evaluate employee's ability to lead subordinates or others, to direct their activities, guide their development, and achieve results.

- Excellent Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Comments:

4. ANALYSIS AND ACTION

Evaluate employee's ability to analyze a situation, and take appropriate action.

- Excellent Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Comments:

5. ADAPTABILITY, COLLEGIALITY AND COOPERATION

Evaluate employee's behaviors reflecting attitude towards job, fellow employees, the District and/or college. Evaluate ability to interact effectively with others.

- Excellent Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Comments:

6. QUALITY AND QUANTITY OF WORK

Evaluate employee's demonstrated volume, thoroughness, and accuracy in performing roles and responsibilities.

- Excellent Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Comments:

7. INITIATIVE AND INGENUITY

Evaluate employee's ability to identify and resolve problems, originate or develop ideas, and to implement them.

- Excellent Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Comments:

8. DEPENDABILITY

Evaluate employee's reliability in completing own assignments in a timely manner and willingness to assume and complete tasks with shared group responsibility.

Excellent Exceeds
Expectations Meets
Expectations Needs
Improvement Unsatisfactory

Comments:

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Highlight how this employee has met the requirements of his/her position during the rating period. Address the following areas, and attach additional sheets as needed:

1. Evaluate how this employee has met the requirements of his/her position during the performance evaluation period. Comment on progress in achieving annual performance goals and objectives, special assignments, projects, professional organization/community involvement, and other activities. Highlight employee's greatest strengths in this position
2. Identify specific areas for growth and development in present position including training and development opportunities.
3. Incorporate development needs in response to the Multi-rater Feedback information, if appropriate.
4. Summarize any "needs improvement" and "unsatisfactory" areas. Must specify recommendations for each area noted. Explain what specific improvements are needed to achieve greater effectiveness in job performance, if any.
5. Identify goals for the next year, if applicable.

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ADMINISTRATOR PERFORMANCE EVALUATION

FORM C—OVERALL PERFORMANCE APPRAISAL RATING AND SIGNATURE PAGE

Please select one.

- Excellent
- Exceeds Expectations
- Meets Expectations
- Needs Improvement
- Unsatisfactory

Signature of Evaluator

Date

Signature of Chief Executive Officer/Senior Administrator

Date

Signature of Chancellor

Date

Employee Acknowledgement

My signature does not necessarily indicate that I agree with the evaluation or its contents, but verifies that my supervisor has discussed this evaluation with me and has given me a copy of this evaluation. I may provide a written response, within 5 working days, which will be attached to this evaluation before it is forwarded for further signature.

Signature of Evaluatee

Date