



ADMINISTRATOR PERFORMANCE APPRAISAL FORM

DATE OF REVIEW: _____

ADMINISTRATOR EVALUATION FOR: _____

NAME AND TITLE OF EVALUATOR: _____

Performance Measures: *Not Applicable (NA), Meets Expectations (ME), Needs Improvement (NI)*

COMMUNICATION	NA	ME	NI
1. The administrator consistently demonstrates the ability to effectively communicate information to employees both orally and in writing.			
2. The administrator listens well and is receptive to new ideas.			
3. The administrator conveys important information to the supervisor and employees in a timely and effective manner.			
4. When needed, the administrator demonstrates sensitivity to diverse cultures through communication.			

Describe strengths in this category and explain any ME markings:

Identify any opportunities for improvement in this category and explain any NI markings:

LEADERSHIP	NA	ME	NI
1. The Administrator takes the initiative to solve problems and develop new ideas/initiatives.			
2. The Administrator sets high standards for personal performance of their employees.			
3. The Administrator respects chain of command and models appropriate behavior when supervising employees.			
4. The Administrator demonstrates their commitment to representing the college through their participation in college and community events.			
5. The Administrator demonstrates respect and professionalism in all interactions.			
6. The Administrator is effective in addressing personnel issues in a timely manner.			
<p>Describe strengths in this category and explain any ME markings:</p> 			
<p>Identify any opportunities for improvement in this category and explain any NI markings:</p> 			

PROFESSIONAL KNOWLEDGE	NA	ME	NI
1. The Administrator demonstrates in-depth knowledge of the areas he/she supervises.			
2. The Administrator demonstrates understanding of district policies and procedures.			
3. The Administrator participates in professional development opportunities to increase knowledge and expertise.			
4. The Administrator takes the time to study information needed to prepare for meetings/presentations.			
<p>Describe strengths in this category and explain any ME markings:</p> 			
<p>Identify any opportunities for improvement in this category and explain any NI markings:</p> 			

COLLABORATION	NA	ME	NI
1. The Administrator demonstrates a cooperative attitude in working with others.			
2. The Administrator demonstrates ability to work with diverse populations.			
3. The Administrator handles discipline in a manner which respects the dignity of others.			
4. The Administrator is willing to volunteer for projects and readily assists others.			
5. The Administrator supports the decisions of the group and of their supervisor.			
6. The Administrator avoids surprises by keeping colleagues informed and updated.			
Describe strengths in this category and explain any ME markings:			
Identify any opportunities for improvement in this category and explain any NI markings:			

ADMINISTRATIVE SKILLS	NA	ME	NI
1. The Administrator follows-through on assignments and meets all deadlines.			
2. The Administrator is effective in delegating work to others.			
3. The Administrator demonstrates the ability to hold others accountable for their work.			
4. The Administrator works well under pressure and is able to multi-task.			
5. The Administrator is organized and demonstrates effective time management skills.			
6. The Administrator provides effective oversight of their budget and controls spending needed to maintain adequate funds.			
<p>Describe strengths in this category and explain any ME markings:</p>			
<p>Identify any opportunities for improvement in this category and explain any NI markings:</p>			

ADMINISTRATOR PERFORMANCE APPRAISAL SIGNATURE PAGE

EMPLOYEE SIGNATURE

I understand that this appraisal will be placed in my personnel file and that I have the opportunity to provide a written response that will also be placed in my personnel file.

Signature of Employee

Title

Date

Employee Comments:

EVALUATOR SIGNATURES

Signature of Administrator conducting the appraisal

Title

Date

Signature of Executive Officer

Title

Date