



ADMINISTRATIVE STAFF EVALUATION FORM

Name _____ SS# _____ Date _____

Title _____ Evaluation Period: From _____ to _____

Please answer the following questions and/or circle the appropriate rating in each category.
Additional sheets may be attached.

5 - Outstanding **4** – Above Expected Standards **3** – Meets Expected Standards
2 – Below Expected Standards **1** – Poor **N/A** – Not applicable

1. **Communication:** Communicates clearly and concisely, listen and interprets communications accurately from others. 5 4 3 2 1

2. **Human Relationships:** Uses tact and diplomacy in working with others to maintain high morale within the institution, and to promote good public relations with students and the general public. 5 4 3 2 1

3. **Efficiency:** Expedites work and accomplishes objectives through sound organizational procedures, advance planning and utilization of available resources. 5 4 3 2 1

4. **Dependability:** Supports institutional goals and policies and follows through with work responsibilities. 5 4 3 2 1

5. **Leadership:** Motivates others, has personal drive and initiative, projects a professional image, strives for self-improvement. 5 4 3 2 1

6. **Supervision:** Recruits employees, conducts orientation or training for them, monitors performance, counsels, and conducts periodic and/or annual reviews. 5 4 3 2 1

7. **Affirmative Action:** Adheres to Affirmative Action Plan while counseling others within area of supervision to comply with Affirmative Action guidelines. 5 4 3 2 1

8. **Fiscal Responsibilities:** selects among competing budgetary priorities and uses sound judgement in controlling the assigned budget.

5 4 3 2 1

9. **Problem Solving:** Makes logical, objective decisions, especially in the absences of detailed instructions. Perceives and is able to use new or creative approaches to solve difficult situations.

5 4 3 2 1

10. **Additional Responsibilities:** Assumes additional responsibilities above and beyond minimum requirements or the position.

5 4 3 2 1

11. **General Administrative Ability:** Overall evaluation of position description performance. Carries out activities in support of the Strategic Master Plan.

5 4 3 2 1

INSTRUCTIONAL AREAS ONLY

12. **Curriculum Development:** Supervises the establishment and maintenance of high quality curriculum by conducting reviews of courses and recommending development or revision of outlines, course content, objectives, and selected text and materials. Establishes an advisory committee and works with business, industry, and government representatives to assure curriculum meets their needs.

5 4 3 2 1

Comments by Evaluator:

Signature of Evaluator

Date

I have reviewed this evaluation with my supervisor, and I () agree or () disagree.

Comments:

Signature of Employee

Date