

FORM B-5

ADMINISTRATOR PERFORMANCE APPRAISAL

- I. **Planning and organization** - Examples: *sets priorities for area, develops long term objectives, correlates unit plans to institutional goals, establishes clear and realistic timelines, coordinates assignments to achieve results, runs meetings effectively*

Strengths and Achievements

Recommendations/New directions

- II. **Decision making and problem analysis** - Examples: *exercises sound judgment, demonstrates objectivity, analyzes from varied perspectives, perceives ramifications of actions, considers data and approaches problems logically, makes clear and timely decisions, deals with issues promptly, matches decision making approach to situation, and resolves conflicts*

Strengths and Achievements

Recommendations/New Directions

- III. **Working with people** - *Examples: cooperates in team endeavors, offers ideas to others, takes on leadership when necessary, encourages collaboration, listens thoughtfully and critically, accepts instructions and assignments, works well with people at all levels of the organization, treats people considerately and equitably, is available*

Strengths and Achievements

Recommendations/New directions

- IV. **Management/Supervisory ability** - *Examples: assumes team leadership, delegates responsibility, develops strengths of subordinate, attends to operational details, manages the budget effectively, inspires others, utilizes effective and appropriate measurement and evaluation techniques, organizes tasks and staff, implements approved plans*

Strengths and achievements

Recommendations/New directions

- V. **Professional knowledge and expertise** - *Examples: understanding of one's area of responsibility, necessary technical knowledge, computer skills, maintains up-to-date level of knowledge in areas of responsibility*

Strengths and achievements

Recommendations/New directions

- VI. **Communication skills** - *Examples: quality and clarity of written and oral presentations, listening effectiveness, participation at meetings, encourages dialogue, responds to inquiries and shares with others on a timely basis, communicates with appropriate personnel*

Strengths and Achievements

Recommendations/New directions

- VII. **Initiative/Creativity** - *Examples: self-motivated, anticipates needs, incorporates new methods, displays vision, takes responsibility, finds creative ways to solve problems*

Strengths and Achievements

Recommendations/New directions

- VIII. **Adaptability/Dependability** - *Examples: handles unique situations, takes on special projects, follows procedures, accepts change, maintains a positive attitude and professional demeanor*

Strengths and Achievements

Recommendations/New directions

- IX. **Responsibility/Integrity** - *Examples: high standards of quality, acceptance of responsibility, concern for entire institution, loyalty to mission, involvement in entire enterprise, truthfulness, fair, maintain confidentiality, discretion, serves as role model, conforms to institutional policies*

Strengths and Achievements

Recommendations/New directions

- X. **Position Description** -*State any changes in responsibility which have occurred since the Position Description was last approved, including changes in emphasis, new areas, and areas now being performed by others.*

- XI. **Accomplishment of goals** - *Comment on the status of completing the approved annual statement of goals.*

XII. Comment on personal and professional growth.

XIII. Comment on service to the College and community.

_____ I understand that I may file a written reply to any portions of this report, and that the reply will be attached to this report.

_____ I understand that my signature on this report does not constitute agreement or disagreement with the contents.

Administrator Signature _____ Date _____

Evaluator Signature _____ Date _____

_____ Comments Attached