Gavilan Joint Community College District
HUMAN RESOURCES ADMINISTRATIVE PERFORMANCE REVIEW

Administrator: ________________________________

Position: __________________________________

Location: __________________________________

Review Period: From ___________ To ___________

List goals for the prior evaluation period and the status of those goals. More goals may be added on a separate sheet.

GOAL #1 -
Current Status: ______________________________

GOAL #2 -
Current Status: ______________________________

GOAL #3 -
Current Status: ______________________________

GOAL #4 -
Current Status: ______________________________

GOAL #5 -
Current Status: ______________________________

GOAL #6 -
Current Status: ______________________________

SIGNIFICANT ACCOMPLISHMENTS NOT INCLUDED IN THIS YEAR’S GOALS:

______________________________

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### PART II: PERFORMANCE FACTORS

**RATING SCALE:**
- 5 = Outstanding
- 4 = Good
- 3 = Satisfactory
- 2 = Marginal
- 1 = Unsatisfactory
- N/A = Not Applicable

<table>
<thead>
<tr>
<th>A. PLANNING AND ORGANIZING</th>
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<tbody>
<tr>
<td>Plans carefully and adequately; attends to details effectively; follows through on assignments received and on those given to others; makes effective use of time; makes efficient use of resources and adjusts them to meet emergency or changing needs; anticipates problems and reacts accordingly.</td>
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<td>Comments:</td>
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<th>B. COMMUNICATION</th>
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<td>Writes clearly, accurately and coherently; is a good listener; keeps supervisor apprised of information; is sensitive to employee need for information; states thoughts or instructions clearly, logically and in a convincing manner; establishes rapport and is approachable for counsel.</td>
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<td>Comments:</td>
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<th>C. JUDGMENT</th>
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<td>Exercises good judgment in dealing with staff problems and concerns; obtains appropriate input/alternatives prior to making decisions; maintains a total District perspective in making decisions; shows ability to make difficult decisions and accepts responsibility for those decisions.</td>
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<td>Comments:</td>
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<th>D. ATTITUDE</th>
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<td>Shows respect and consideration for others; shows willingness to change; has positive attitude about his/her work; demonstrates understanding of total District goals within the context of own area of responsibility; is able to accept constructive criticism in a positive manner.</td>
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<td>Comments:</td>
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<th>E. LEADERSHIP</th>
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<td>Accepts responsibility for making decisions; effectively supervises personnel; encourages innovation and new ideas from staff; is effective in motivating, guiding and directing staff and activities toward common goals; encourages staff to work collaboratively with other areas of the District.</td>
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<th>F. PROFESSIONALISM</th>
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<td>Presents a positive image in representing the District; consistently maintains high standards in his/her work; makes proper use of established administrative channels within the District; demonstrates responsibility and accountability in area operation; shows desire to learn and keep abreast of relevant professional developments.</td>
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<td>Comments:</td>
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G. COLLABORATION
Maintains total District perspective in working with others; works in a positive manner with others from the District; is willing to accept others' ideas; supports group decisions and represents group position in discussion with others.

Comments:

H. BUDGET AND FISCAL MANAGEMENT
Manages physical resources effectively; demonstrates fiscal responsibilities in constructing and managing the budget; acquires necessary budget resources to carry out goals/objectives.

Comments:

I. SUPPORTING COLLEGE AND DISTRICT GOALS AND INITIATIVES

Comments:

J. OVERALL EVALUATION
Narrative comments on the overall performance of this administrator during this evaluation period. Ratings other than "Satisfactory" require written comments.

Comments:

SALARY STEP OR MERIT RECOMMENDATION (Check One)

No Step Increase

Step Increase

Overall reviews of "Unsatisfactory" or "Needs Improvement" may result in a recommendation for no step increase. Recommendations for a one-step salary increase require at least a "Satisfactory" review. An overall "Outstanding" review rating will make the administrator eligible for a two-step increase if he or she is at least two steps below the top step of the range. An "Outstanding" review rating for an administrator at the top step of the range will make that administrator eligible for a Merit Award, as per Section 2 of the Administrative Handbook.

PART III: PERFORMANCE REVIEW SUMMARY

Overall summary of performance.

Comments:
Suggestions for development and improved performance.
Comments:

This performance review has been discussed with me:

_________________________  ______________________
Evaluatee signature       Date

_________________________  ______________________
Evaluator's signature     Date

_________________________  ______________________
Evaluator's Supervisor's signature     Date

Comments:  Agreement with evaluator's recommendation  
Disagreement with evaluator's recommendation*  

*Disagreement with evaluator's recommendation requires written comment with alternative recommendation.

Comments:

_________________________  ______________________
President/Vice President/Director signature       Date

Comments:  Agreement with evaluator's recommendation  
Disagreement with evaluator's recommendation*  

*Disagreement with evaluator's recommendation requires written comment with alternative recommendation.

Comments:

_________________________  ______________________
Superintendent's signature       Date

Comments:  Agreement with evaluator's recommendation  

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Disagreement with evaluator’s recommendation* ___

*Disagreement with evaluator’s recommendation requires written comment with alternative recommendation.

Comments:

NOTE: Signature of employee acknowledges only that the review was discussed. The signature is not an indication that the administrator concurs with the contents. A copy will be provided to the administrator after all signatures have been obtained. The administrator has a right to respond to any of the comments made at any level.

Distribution:
ORIGINAL Human Resources
1st COPY Evaluator
2nd COPY Employee
Goals/Objectives for upcoming year must include specific and measurable outcomes.

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