

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:

PART II:	PERFORMANCE FACTORS
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RATING SCALE: 5 = Outstanding
 4 = Good
 3 = Satisfactory
 2 = Marginal
 1 = Unsatisfactory
 N/A = Not Applicable

A. **PLANNING AND ORGANIZING** _____
 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.

Comments:

B. **COMMUNICATION** _____
 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.

Comments:

C. **JUDGMENT** _____
 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.

Comments:

D. **ATTITUDE** _____
 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.

Comments:

E. **LEADERSHIP** _____
 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.

Comments:

F. **PROFESSIONALISM** _____
 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.

Comments:

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 _____

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.

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PART IV:	GOALS/OBJECTIVES FOR UPCOMING YEAR (Must be finalized by August 1)
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Goals/Objectives for upcoming year must include specific and measurable outcomes.

GOAL #1:

GOAL #2:

GOAL #3:

GOAL #4:

GOAL #5:

GOAL #6:

GOAL #7:

GOAL #8:

GOAL #9:

GOAL #10: